

I acknowledge that I have received and understand the APA Format Checklist LMR.  
(initials here)

## APA Format Checklist

Items marked with a \* will be automatically supplied when an article is published; the author is not required to include these fields in the manuscript.

### SAMPLE RESEARCH PAPER: TITLE PAGE



### FORMAT CHECKLIST

**Title Page Header:** "Running head:" followed by a short title in all capital letters\*

**Page Number:** Page numbers are flush right at the top of the page\*

**Title:** Centered left to right, double spaced in the upper half of the page

**Author's Name:** Your name, double spaced and centered

**Institutional Name:** School name, double spaced and centered

## SAMPLE RESEARCH PAPER: ABSTRACT



## FORMAT CHECKLIST

2

Career-based disparate pairings interview analysis techniques coupled with descriptive consciences descriptive analysis employing genitive epistemological pairings are integrated with interviews of students successfully seeking career residual rectification of promotable improvements. These are associatively tracked with employable knowledge, skills, aptitudes, abilities, and with multiple psychotechnic intelligences.

Results indicate further research is needed to support advances toward these

**The Abstract:** The abstract appears on a separate page.

**Running Header:** Short title in all capital letters\*

The word "Abstract" is capitalized, centered and not bolded

The first line is **not** indented. Subsequent paragraphs should be indented.

## SAMPLE RESEARCH PAPER: FIRST PAGE



## FORMAT CHECKLIST

REIMAGINING CAREER SEMIOTICS 3

[REDACTED]

Experienced career seekers carry the commonly held perceptions of the widely regarded Saussurean tradition of signs and symbols imparting psychotomic cues related to the interview process. Amelioration of application inefficiencies and enhancement of efficacies pertaining to programmable functionalities are central tendencies of desired outcomes of complexity management, ambiguity centering, and values self-confliction [REDACTED].

[REDACTED]. Traditional research approaches have remained elusive in casting the [REDACTED] traditional imaging cycles of patterns. This study employs a bevy of phenomenological tools designed to hone in on these angst inducing extrapolations. This study will explore why dis-associative functioning, with the onset of string pair career bindings, results in such inconsistent outcomes.

[REDACTED]

As [REDACTED] observed in their classic study; Riley modeling is highly constrained due to the simulated attitudinal annealing. However work with senior job seekers revealed meta-rhythmic cyclisation closely linked to audited intelligences ([REDACTED]). It was not until the Kunnapas Effect was audited tha [REDACTED] realized the, [REDACTED] wn ambition” (2004, p. 444). Thus, the stage was smartly set for fut [REDACTED]

[REDACTED]

As Ostrowski (2012), acknowledges in her [REDACTED] post-futurist study

- The Title:** The full title is centered and not bolded
- Paragraphs are indented 5 spaces
- Paper Format:**
  - Double-space all sections of your paper
  - Use a 12 point font such as Times New Roman
  - Have a one inch margin on the right, left, top, and bottom
  - Align the text to the left and leave a “ragged” right margin
- Use in-text citations to cite your sources
- Spell the numbers 1-9 as words, such as: one, two, and four
- Anything above 10 is written in numerals, such as: 11, 52, or 125
- Numbers starting a sentence are written as words: Two or Twenty
- Level 1 Headings:** Bolded, centered, in upper and lower case
- When the author is a signal phrase, put the date in parentheses
- The author may be an organization
- If you are quoting, include the page number in the citation
- For six or more authors, use the first author's name, followed by “et al.”
- Level 2 Headings:** Bolded, flush left in upper and lower case
- Commonly used foreign words and phrases are not italicized

## SAMPLE RESEARCH PAPER: REFERENCES PAGE

## FORMAT CHECKLIST

REIMAGINING CAREER SEMIOTICS

27

Burke, H., Burden, P., & Wedes, L. (1997). Using the Riley Model for fun and profit while amazing your friends. *Jondrow Review and Analytical Companion*, 3(6), 234-256.

Gaylor, D., Hughes, B., & Carvajal, J. (2012). *Programmable functionalities: An outcomes orientation*. London, UK: Oxbridge.

Johnson, P., Louderback, J., Tesar, B., Sanders, F. E. M., Lanka, E., Marino, B., & Golamb, L. (2004). The transcendent ease of optimal compiling: Or how I learned to stop worrying about compiling and love it! *Meyer State University Journal of Information Antics*, 1(1), 1-89.

Ostrowski, M. (2012). *La déconstruction*. Retrieved from <http://onlineEditionsJ-L-Picard.fr>

Rossi-Howrey Foundation. (2002, August). *Meta-rhythmic cyclisation: Implications for employment* (Research Report No. 5). Retrieved from <http://www.rossi-howeryfound.org/pubsno5>

Tesar, B., & Sanders, F. E. M. (2001). Job seekers reveal their meta-rhythmic cyclisation. *Kidd Society Quarterly*, 12(12). Retrieved from <http://KiddSocietyQ.org>

List of References begins on a new page at the end of the paper

The word "References" is capitalized and centered, but not bolded

The list is doubled spaced

First line of each citation is flush left. Use the Hanging Indent in MS Word to indent subsequent lines five spaces.

Titles of book and journals are italicized.

List is arranged alphabetically by the first word of each entry—typically the surname of the lead author or the authoring organization. If there is no author the first word of the title is used (ignoring "A," "An," or "The")

### Basic Magazine Article Checklist from a Library Database

In-text citation options		List of References	
<input type="checkbox"/> If the author is part of the narrative:  Carroll (2014) advocated team rebuilding.	Carroll, P. (2014, February 4). Elements of teamwork. <i>Week: The Timely Magazine</i> , 12(12), 4-7. doi.org/10.1037/0002		
	<input type="checkbox"/>	Author is listed by last name followed by initial(s)	
<input type="checkbox"/> <u>Standard in-text citation:</u>  Preparation for separation yielded significant results (Carroll, 2014).	<input type="checkbox"/>	Publication date (year, month, and day) is placed between parentheses, followed by a period	
	<input type="checkbox"/>	Article's title is in sentence-case, with only the first word in the title and subtitle and proper nouns capitalized. Article title ends with a period	
	<input type="checkbox"/>	Magazine title is run in title case, italicized, and ends with a comma	
<input type="checkbox"/> Note: Only the year is used for the date in both cases.	<input type="checkbox"/>	Volume number is also italicized	
	<input type="checkbox"/>	Issue number is in parenthesis and followed by a comma after the closing parenthesis	
		<input type="checkbox"/>	Page numbers are followed by a period.
		<input type="checkbox"/>	Provide the DOI (Digital Object Identifier), if available <sup>1</sup>
		<input type="checkbox"/>	If the DOI is not available, provide the homepage URL of the periodical or publisher. Generally, it is not necessary to provide the database.

### Basic Magazine Article Checklist From Their Website

In-text citation options		List of References	
<input type="checkbox"/> If the author is part of the narrative:  Wilson (2014) supports visualization of goals.	Wilson, R. (2014, February 3). Why not us? <i>World News Report</i> , 12(12), 1-5. Retrieved from <a href="http://WorldNewsReport.com">http://WorldNewsReport.com</a>		
	<input type="checkbox"/>	Author is listed by last name followed by initial(s)	
<input type="checkbox"/> <u>Standard in-text citation:</u>  He taught his mentors (Wilson, 2014).	<input type="checkbox"/>	Publication date (year, month, and day) is placed between parentheses, followed by a period	
	<input type="checkbox"/>	Article's title is in sentence-case, with only the first word in the title and subtitle and proper nouns capitalized. Article title ends with a period or punctuation in the original	
	<input type="checkbox"/>	Periodical title is run in title case, italicized, and ends with a comma	
<input type="checkbox"/> Note: Only the year is used for the date in both cases.	<input type="checkbox"/>	Volume number is also italicized	
	<input type="checkbox"/>	Issue number is in parenthesis and followed by a comma after the closing parenthesis	
		<input type="checkbox"/>	Page numbers are followed by a period
		<input type="checkbox"/>	Provide the DOI <sup>1</sup> , if available
		<input type="checkbox"/>	If the DOI is not available, provide the URL preceded by the phrase "Retrieved from"
		<input type="checkbox"/>	Just the URL of the magazine is used, unless the article would be difficult to locate.

<sup>1</sup> DOI (Digital Object Identifier) is a unique identifier assigned to individual printed and electronic works.

### Basic Journal Article Checklist from Library Database With a DOI

<b>In-text citation options</b>		<b><u>List of References</u></b>	
<input type="checkbox"/>	<u>If the author is part of the narrative:</u>	Bird, N. (2013). Tran's dimensionality transcending, but descending: A Cartesian argument. <i>E-Journal of the Otaa-Gyamfi Institute</i> , 23 (2), 50-69. doi: 10.98757505757	
	Bird (2013) sees the added dimension as viable.	<input type="checkbox"/>	Author is listed by last name followed by initial(s)
<input type="checkbox"/>	<u>Standard in-text citation:</u>	<input type="checkbox"/>	Article's title is in sentence-case, with only the first word in the title and subtitle and proper nouns capitalized. Article title ends with a period or punctuation in the original
	Inter- dimensionality is the new normal (Bird, 2013).	<input type="checkbox"/>	Periodical title is run in title case, italicized, and ends with a comma
		<input type="checkbox"/>	Volume number is also italicized
		<input type="checkbox"/>	If each issue of the journal begins on page 1, provide the issue number
		<input type="checkbox"/>	Issue number is in parenthesis and followed by a comma after the closing parenthesis
		<input type="checkbox"/>	Page numbers are followed by a period
		<input type="checkbox"/>	Provide the DOI <sup>1</sup> , if available

### Basic Journal Article Checklist from Library Database Without a DOI

<b>In-text citation options</b>		<b><u>List of References</u></b>	
<input type="checkbox"/>	<u>If the author is part of the narrative:</u>	Kincaid, J. (2014). Expanding the Bell Theorem: A new application of the Goldsmith Postulate. <i>Blackwell Journal of the Arcane Polymorphous Arts</i> , 54, 887-963.	
	Kincaid (2014) initially disregarded the Bell Theorem.	<input type="checkbox"/>	Author is listed by last name followed by initial(s)
<input type="checkbox"/>	<u>Standard in-text citation:</u>	<input type="checkbox"/>	Article's title is in sentence-case, with only the first word in the title and subtitle and proper nouns capitalized. Article title ends with a period or punctuation in the original
	Adding the Goldsmith Postulate yielded results (Kincaid, 2014).	<input type="checkbox"/>	Periodical title is run in title case, italicized, and ends with a comma
		<input type="checkbox"/>	Volume number is also italicized
		<input type="checkbox"/>	If each issue of the journal begins on page 1, provide the issue number
		<input type="checkbox"/>	Issue number is in parenthesis and followed by a comma after the closing parenthesis
		<input type="checkbox"/>	Page numbers are followed by a period
		<input type="checkbox"/>	Generally, it is not necessary to provide the database.
		<input type="checkbox"/>	If no DOI <sup>1</sup> is available and you retrieved it from a journal website, use this format: Retrieved from <a href="http://www.xxxx">http://www.xxxx</a>

### Electronic Version of a Print Book

<u>In-text citation options</u>		<u>List of References</u>	
<input type="checkbox"/> <u>If the author is part of the narrative</u>  <input type="checkbox"/> Bortz (2014) sees students taking the meta-textual horse for the meta-textual drink.			Bortz, S., & Carvajal, J. (2014). <i>Introduction to Meta-textualization</i> [VitalSource version].doi: 10.849hognohu363g
	<input type="checkbox"/>	Authors are listed by last name followed by initials	
	<input type="checkbox"/>	Publication year is placed between parentheses, followed by a period	
	<input type="checkbox"/>	Book title is in italicized, sentence-case, and ends with a period	
	<input type="checkbox"/>	In brackets [ ] tell the source of the eBook	
<input type="checkbox"/> <u>Standard in-text citation:</u>  <input type="checkbox"/> This was career-focused mythic-poetical e-discourse at its finest (Bortz, 2014).	<input type="checkbox"/>	DOI is provided. If it is not available use the URL	
	<input type="checkbox"/>	Note: No publication and publisher	

### Book only available in eBook format

<u>In-text citation options</u>		<u>List of References</u>	
<input type="checkbox"/> <u>If the author is part of the narrative</u>  <input type="checkbox"/> Caldarello (2009) maintained the archives would prove invaluable			Caldarello, B. A. (2009). <i>Five stages of seeking</i> . doi:1068oiyti
	<input type="checkbox"/>	Authors are listed by last name followed by initials	
	<input type="checkbox"/>	Publication year is between parentheses, followed by a period	
	<input type="checkbox"/>	Book title is italicized, sentence-case, and ends with a period	
	<input type="checkbox"/>	DOI is provided. If it is not available use the URL	
<input type="checkbox"/> <u>Standard in-text citation:</u>  <input type="checkbox"/> Eminence typically succeeds over pre-eminence (Caldarello, 2009).	<input type="checkbox"/>	Note: No publication and publisher	

## Basic Website Checklist

If you cite an *entire website*, just give the URL

In-text citation options		<u>List of References</u>	
<input type="checkbox"/>	<u>If the author is part of the narrative</u> GleasnerNet (2013) discussed five objectives.	GleasnerNet. (2013). Retrieved October 10, 2013, from GleasnerNet website: <a href="http://www.GleasnerNet.com">http://www.GleasnerNet.com</a> .	
<input type="checkbox"/>	<u>Standard in-text citation:</u> The firm promoted itself well ( <a href="http://www.GleasnerNet.com">http://www.GleasnerNet.com</a> ).	<input type="checkbox"/>	The title for the entire website is provided in lieu of an author
<input type="checkbox"/>		The date the site was last update is provided as it is available. This may or may not include a month or a day. If there is not a date provided, enter “n.d.” in the parenthesis.	
<input type="checkbox"/>		Include the retrieved from date only if it is likely that content of the database will change	

If you cite a *page or part of a website* use the *author date in-text citation*

When Quoting		List of References	
Glenn, D. (2014, February 10). Tantric ruminations. Retrieved from <a href="http://www.GleasnerNet.com">http://www.GleasnerNet.com</a>			
<input type="checkbox"/>	When quoting, use paragraph numbers, if they are available:  Glenn (2014) reported higher than average earnings (para.3).	<input type="checkbox"/>	Author is listed by last name then initials.
<input type="checkbox"/>	If paragraphs are not numbered, use a heading and the number of the paragraph, even if not-numbered. (Glenn, 2014, “R&D,” para. 7).	<input type="checkbox"/>	The date the site was last update is provided as it is available. This may or may not include a month or a day. If there is not a date provided, enter “n.d.” in the parenthesis.
<input type="checkbox"/>		<input type="checkbox"/>	The webpage’s title is in sentence-case, with only the first word in the title and subtitle and proper nouns capitalized. The title ends with a period
<input type="checkbox"/>		<input type="checkbox"/>	The phrase “Retrieved from” is followed by the URL of the site

### Remedies for Missing Elements

Missing Element	Remedy
<input type="checkbox"/>	Author is missing Substitute title for author The week that wasn't. (2014, April 15). <i>Week: The Timely Magazine</i> , 34(32), 5.
<input type="checkbox"/>	Date is missing Substitute (n.d.) for <i>no date</i> . Owusu (n.d.) broke new ground with his idea.
<input type="checkbox"/>	No place of publication If you can determine location of the publisher, insert it in square brackets: [Crystal City, VA].

### Levels of Headings—APA uses five level of headings in papers

Heading Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b> Begin your text below with an indented paragraph.
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b> Begin your text below with an indented paragraph.
3	<b>Indented, boldface, lowercase heading with a period.</b> Begin your text after the period.
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b> Begin your text after the period.
5	<b><i>Indented, italicized, lowercase heading with a period.</i></b> Begin your text after the period.

Type of citation	First citation in text	Subsequent citation in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Hanses (2009)	Hanses (2009)	(Hanses, 2009)	(Hanses, 2009)
One work by two authors	Franklin and Farber (2005)	Franklin and Farber (2005)	(Franklin & Farber, 2005)	(Franklin & Farber, 2005)
One work by three authors	Gullikson, Hooker, and Keller-Rabner (2011)	Gullikson et al. (2011)	(Gullikson, Hooker, & Keller-Rabner, 2011)	(Gullikson et al., (2011)
One work by four authors	Lippman, Berezowski, Riley, and Sabatini (2012)	Lippman et al. (2012)	(Lippman, Berezowski, Riley, & Sabatini , 2012)	(Lippman et al., 2012)
One work by five authors	Stephens, Wagoner-Perry, Pasternack, Williams, and Baldwin (2001)	Stephens et al .(2001)	(Stephens, Wagoner-Perry, Pasternack, Williams, & Baldwin (2001)	(Stephens et al ., 2001)
One work by six or more author	Gaylor et al. (2014)	Gaylor et al. (2014)	(Gaylor et al., 2014)	(Gaylor et al., 2014)
Group author (readily identified through abbreviation)	Institute of Electrical and Electronics Engineers (IEEE, 2000)	IEEE (2000)	(Institute of Electrical and Electronics Engineers [IEEE], 2000)	(IEEE, 2000)
Group author (with imprecise abbreviation)	Mississippi Power (2006)	Mississippi Power (2006)	(Mississippi Power, 2006)	(Mississippi Power, 2006)

NOTE: This is a general guide to APA formatting and style.  
For further information please consult:

- ✓ The APA Style site (<http://www.apastyle.org/index.aspx>)
- ✓ The APA Publication Manual BF 76.7 .P83 2010