APA checklist

Please use this resource as a final checklist after formatting according to APA guidelines. Problems in one or more of these areas may cause your manuscript to be rejected. **This is not an exhaustive list of APA requirements.** Authors should consult the latest version of the APA publication manual for more detailed information.

**General manuscript formatting**
- Manuscript is double-spaced with no columns
- Running head: abbreviated version of the title of the manuscript and not to exceed 50 characters, including spaces
- Ensure that main sections are labeled clearly (e.g., Introduction, Method, etc…)

**In-text citations**
- Appropriate use of “&” for two authors
- Use block quotations for quotations over 40 words: indented, no italics, no quotation marks

**Tables**
- No borders (invisible) on sides
- Table number and title on two lines, double spaced, title only italicized
- Tables must be referenced in the text
  - For example, “As shown in Table 2, participants were …”
  - Tables should be single spaced
- For quantitative data, decimal points should be lined up

**References**
- All references should be ordered alphabetically in the body of manuscript
- Use a hanging indent
- Correct use of italics, punctuation (See APA Section 7)
- Provide a DOI whenever possible. If DOI is provided, then the issue number is not necessary nor are URLs. If DOI is not provided, any time a journal volume number is given, the issue number and page numbers must be provided
- If manuscript title is not in English, an English translation must be provided in brackets after the original title
  - Note: if an English translation of the article was used, then the English version should be cited.
- Journal titles may not be abbreviated
- Appropriate citation style and use of “et al.” for works for three or more authors (See APA 6.15, Table 6.1)