APA Style Basics and Checklist

What is APA Style?
APA Style is one set of standards and rules for written communication. This includes:

- the organization of your paper
- your writing style
- giving credit to the outside sources you used to write your paper

VERY IMPORTANT: Ask your professors what aspects of APA they require. Not all professors want the same things! Use the below checklist as your guide.

Why Use APA?
APA Style is used in the fields of Business, Nursing, and the Social Sciences, such as Psychology, Sociology, and Economics. APA style was designed for editors of academic journals and books. Using APA Style makes it easier for those editors and your professors to understand your writing by using a familiar structure they can follow. Also, it establishes your credibility as a writer!

When does APA Style happen?
10% happens BEFORE you write your paper. APA Style guides you on:
- Which outside sources are “better” than others (research and credibility)

20% happens WHILE you are writing your paper. APA Style guides you on:
- Writing style (passive/active voice, how to introduce research)
- Different ways to give credit to outside sources in your writing (in-text citations)
- How to avoid plagiarism (how to summarize, paraphrase, or quote research)

70% happens AFTER you are done writing the body of your paper. APA Style guides you on:
- What your finished paper should actually look like (all formatting: margins, font size, title page, etc.)
- The list of all your outside sources that are mentioned in your paper (References)
- What your “extras” should look like (formatting for Tables, Figures, etc.)

APA Style Checklist
Check the box next to all the things your assignment requires.

<table>
<thead>
<tr>
<th>Common</th>
<th>Less Common</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Running head</td>
<td>□ Multiple headings/subheadings</td>
</tr>
<tr>
<td>□ Page numbers</td>
<td>□ Author’s notes</td>
</tr>
<tr>
<td>□ Title page</td>
<td>□ Abstract</td>
</tr>
<tr>
<td>□ 12-pt font, Times New Roman, 1” margins</td>
<td>□ Table of contents</td>
</tr>
<tr>
<td>□ Indented paragraphs</td>
<td>□ Footnotes</td>
</tr>
<tr>
<td>□ In-text citations</td>
<td>□ Tables</td>
</tr>
<tr>
<td>□ References page</td>
<td>□ Figures</td>
</tr>
</tbody>
</table>