**APA Format Checklist  
Dr. Plemons**

* Times New Roman Font is used throughout the paper.
* Headings are **Bold** and Centered.
* Margins are 1” all around (top, bottom, sides).
* If an author is cited, the year of the publication immediately follows the name. Example: Plemons (2016) stated that morale must be high among employees for those employees to offer good customer service.
* Direct quotations include the author’s name and page number. Example: Plemons (2016) said, “High morale is key to good customer service” (p. 20).
* A cover page is used that includes the title of the paper, your name, the instructor’s name, and the course number.
* Double spacing is used throughout.
* Paragraphs are indented 5-7 spaces (or one tab stop).
* Page Numbers are used.
* First-person language (i.e., I, We, Us, etc.) is not used unless absolutely necessary.
* Contractions were not used (i.e., Can’t, Don’t, etc.).
* Reviewed the syllabus to ensure the paper met the expectations presented and answered all questions.
* References are in alphabetical order.
* You compared the reference list against Purdue’s APA Guide to make sure formatting is correct (<https://owl.english.purdue.edu/owl/resource/560/05/>).
* Spellcheck was used.
* Punctuation was checked.
* You read the paper aloud (or asked someone else to read the paper) to ensure correct words were used and that words were not missing.