## APA Checklist
**Use this checklist to proofread your Reference page**

### SOURCES
- Sources are relevant (provide general information, arguments, or opinions that relate to the research topic; information is current)
- Sources are credible (produced by experts in the field; published in professionally reviewed formats like databases and books)

### THE REFERENCE PAGE
- References list is on a separate page
- Title, References, is centered at the top
- Font is consistent throughout (no hyperlinks, watch copy/paste)
- Double spacing throughout the document
- After the first line of each citation, all additional lines are indented 5 spaces (“hanging indent”)

### THE CITATION FORMAT on the REFERENCE PAGE
- Citations are in alphabetical order by the first main word (Ex: not A or The)
- Each citation includes all required elements
- Elements within each citation are in the required order
- All dates are properly formatted
- Italics and quotation marks are used properly for titles
- Proper capitalization and punctuation is used in each citation (Watch titles for sentence case)

### THE CITATION USAGE
- All parentheticals in the paper have a corresponding listing on the Works Cited page
- At least 1 in-text citation for each source in the Works Cited

### FORMAT WITHIN THE IN-TEXT CITATION
- No extra punctuation within the in-text citations
- Titles are in quotes or italics as appropriate
- Page number listed for print sources
- In-text citations come before punctuation at the end of the sentence (except for block quotes).
- Source in in-text citation is identified by first element in works cited list

### THE NUMBER OF CITATIONS WITHIN THE PAPER
Make sure that all information that is not original is cited. Include others opinions, writings, facts and figures. A large portion of any research paper will be cited.