APA BASIC REQUIREMENTS
While researching you must gather specific information about that source to help you create accurate and full citations. Here is a basic guideline to follow:

FOR BOOKS
- full name(s) of author(s) or editor(s)
- full title of the book
- facts of publication: city, publisher, latest copyright date
- edition name or number, if there’s more than one
- if applicable, name of series, volume number, and total volumes in the series
- editor and/or translators name
- original publication information of any reprinted work
- if using a specific section (introduction, forward, etc.), title and author of that section
- page number(s) for information read or noted

In addition, if you accessed the book online:
- name of the website or database where you found the book (or excerpt)
- if not from a database, the url (starts with http://)
- date you accessed the book
- a DOI (digital object identifier), if available

FOR PERIODICAL ARTICLES (JOURNALS, MAGAZINES, OR NEWSPAPERS)
- full name(s) of author(s)
- full title of the article
- full title of the journal, magazine, or newspaper
- facts of publication: publication date, and, if applicable, volume and issue numbers
- starting and ending page number(s) for the article
- original publication information of any reprinted work
- page number(s) for information noted

In addition, if you accessed the article online:
- name of website or database where you found the article
- if not from a database, the url (starts with http://)
- date you accessed the article
- a DOI (digital object identifier), if available

FOR WEBSITES
Web pages are often inconsistent about this information; ask your librarian for help if you have trouble locating it.
- full name(s) of author(s) and/or sponsor(s) of the site
- title of the website
- title of document or report or page name
- date the website was last updated
- date you accessed the website
- url address (starts with http://)
# APA BASIC REQUIREMENTS & CHECKLIST

## CHECKLIST

### BASIC FORMAT

- A running head is placed in the top left-hand corner and a page number in the top right-hand corner. The title page is numbered as page 1. (p. 229)

- The entire document is double-spaced and has 1 inch margins. Block quotations and the References list are double-spaced. (p. 229)

- All heading levels are consistent and are formatted as per table 3.1 on p.62. (p. 62)

- All paragraphs are indented ½ inch. (p. 229)

### TITLE PAGE

- Title page includes a running head at the top of the page, flush left, all in capital letters. This differs from the running head on all subsequent pages. (p. 229)

### IN-TEXT CITATIONS

- All cited sources are included in the References list. (p. 174)

- All in-text citations are formatted accurately using capitalization, italics, and abbreviations correctly. (pp. 174-177)

- All direct quotations include a page number. (p. 170)

- All quotations less than 40 words are within quotation marks. All quotations greater than 40 words are formatted as block quotes (p. 171)

### REFERENCES

- All sources entered in the References list are cited in the paper. (p. 181)

- The References list is a separate page. (p. 230)

- References are listed in alphabetical order by the author’s last name. (p. 181)

- References are formatted using a hanging indent. (p. 37)

- References are double-spaced both within each entry and between each resource. (p. 37)