APA 6ᵗʰ Edition Title Page & Formatting Checklist

Check the instructions below to adjust the format of your paper to the recommended APA rules. For more information, **see chapter 8.03 in the APA Manual.**

Title Page: format checklist	Check
Margins: "Normal" margins (2.54cm (1") all round). *This is the automatic setting in Word, so leave the margins as is when working from a Word document.	
Key Information: In the top centre of the title page the following information must appear: Title of work (original title that you give your work), assignment title, your name, course name, Institution name (Yukon College), submission/due date, word count as well as any other details required by your teacher.	
Page number: Starting on the title page at number 1, in the header, right justified (upper right-hand corner of the page). • Use the "insert page number" function.	
Running Head appears on every page in the header (left aligned) • Title Page has "Running head: ABBREVIATED TITLE IN CAPS" • Subsequent pages: Include the ABBREVIATED TITLE IN CAPS only	
Typeface & size: Times New Roman, 12 point font size	
Line spacing: Double-spaced on the title page (and throughout the paper), except for tables or figures	

APA Formatting: style checklist	Check
Typeface is Times New Roman, 12 point font size	
Double space the entire paper, except tables and figures!	
Abbreviations are explained the first time they are used. For example: The Kwanlin Dün Cultural Centre (KDCC) is located in Whitehorse, Yukon. Many events are held at the KDCC year round.	
If an **abstract** is required (usually only 100 level and above) the abstract should range from 150 to 250 words	
Separate pages for: title page, the abstract, the body of the paper, the references, and appendices	
Left-justify the body or your paper.	
Indent first sentence of every paragraph. Use the tab key or format the indents to "first line indent") except abstract, block quotations, titles and headings, table titles and notes, and figure captions	
Usually only one figure or table per page	

The following page contains an example for the general appearance of your paper.

Running Head: ABBREVIATED TITLE IN ALL CAPS

1

Centered original title, uppercase and lowercase, upper half of the page. Double spaced.

Running Head: On Page 1 include "Running Head" as well as an abbreviated title in capital letters.

Original Title for your work

Assignment Name

Teacher: Put Name Here

Student: Put Your Name Here

Student Number: Put Here

Due Date:

Word Count:

Key information is double spaced: original title, assignment name, teacher's name, your full name, student number, due date, word count and anything else

No images. No bold. No underline. All title pages should look the same.

Running Head: use only the abbreviated title as of page 2.

PAPER WRITING TIPS

2

Paper Writing Tips for Yukon College Students

Many students find writing papers challenging and difficult. This guide will outline tips that help

students through the various steps of writing: getting started, brainstorming, clarifying ideas, identifying

a thesis/argument and writing a first draft. _____

_____, _____

_____(King, 2000). _____

_____ "_____" (Suzuki, 1999, p. 23). _____

_____, _____

_____.

_____

_____, _____ " ___

_____" (Sinclair, 2015, p. 155). _____

_____, _____

_____. __

_____(Remblay, 2017). _____

_____, _____.

Page number in upper right-hand corner starting on the title page at 1.

Double-spaced text, Times New Roman, 12.

An example of in-text citations.
- When referring to an idea or information from a source use (Author's last name, publication year)
- When quoting directly, use quotation marks and add the page number(s) to the citation.

Left-justified and first line indented in all paragraphs.