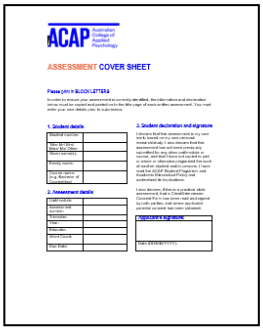
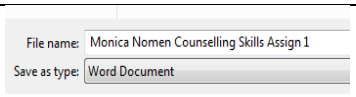
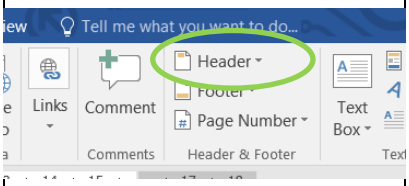
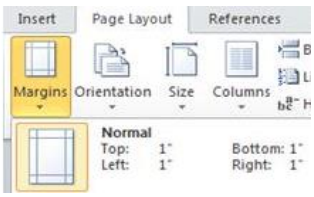
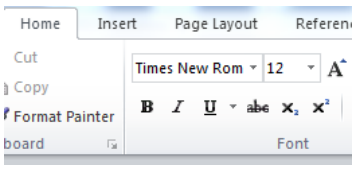
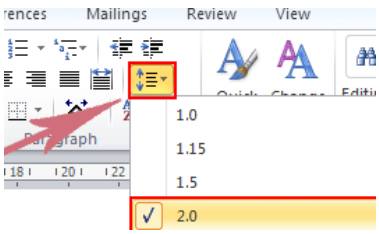
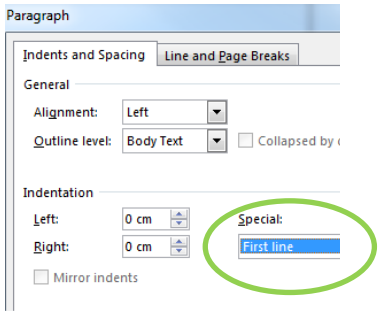
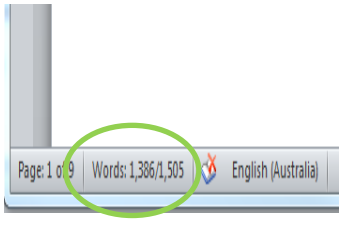
ACAP Presentation APA Style Checklist

- ☐ **Microsoft Word Format** must be used. PDF format is not accepted.
- ☐ Cover sheet as the first page (download it here, under assessment forms)
- ☐ Each page numbered in the top right-hand corner (use the header)
- ☐ Size 12 Times New Roman font
- ☐ Margins of 2.54 cm (normal margin)
- ☐ Double spacing with no extra spacing between paragraphs
- ☐ Text is aligned to the left
- ☐ Indentation for first line of every paragraph at 1.25cm (one tab)
- ☐ Hanging indent of 1.25cm required for reference list entries
- ☐ Word count provided on ACAP cover sheet
- ☐ Reference list on a new page

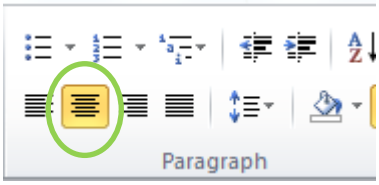
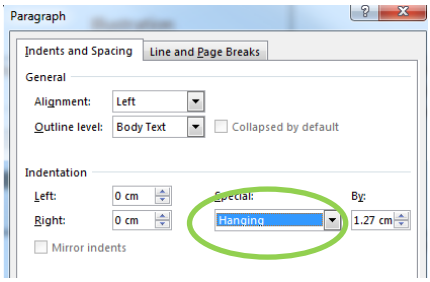
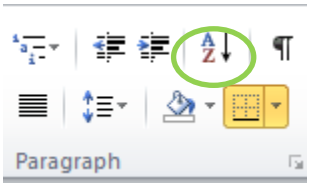
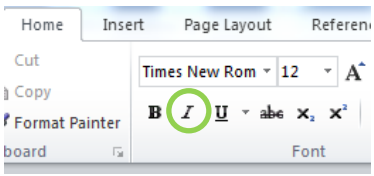
Student Learning Support
http://sls.navitas-professional.edu.au/

APA Formatting Checklist

Formatting required	Illustration	Instructions
Get the cover sheet ☐		Go to the website www.acap.edu.au to get a cover sheet. Search for Cover Sheet. YOU MUST complete all the necessary details including the **word count** of the assignment. The word count does not include the reference list.
Save the File with your name on it ☐		Save your file in the **Microsoft Word** format with the following details: First and last name, Unit Name and assignment number. For example: Name Surname _Counselling Skills _ Assign 1
Inserting a Header with Page number ☐		• Go to the **Insert** tab, • Select **Page number** • then select **top of page** and **plain number 3** (so that it's on the right hand side)
Using Headings ☐	Most reports and case studies include headings but not all papers do. Check with your educator. For example level 1 heading: **Summary of the Case**	Format headings as follows: • Title case (all important words start with a capital letter, but not words like 'a', 'and', 'or') Centred on the page • In bold font but not underlined For further information about APA levels of headings check out the APA Blog
Normal Margins ☐		To set the margins go to **Page Layout tab,** click on **Margins** and click **Normal** make sure to include the cover page.

Font: Times New Roman, Size 12 ☐		Highlight the whole essay and the reference list. From **Home** go to **Font** and change the font to **Times New Roman** from drop down menu. Next to that change the font size change the number to **12** from the drop down menu
Double Spacing ☐		The whole assignment including the reference list must be double spaced. Click on the **Home** tab, go to the **Paragraph** section and expand, go **to Line and paragraph** then click **2.0**
Indent each paragraph ☐		Highlight the assignment first not including the reference list METHOD A Go to the **Home** tab then go to • **Paragraph** dialogue box (expand it) • **Indents and Spacing** • **Indentation** • **Special** and then choose • **First line.** (make sure the **Spacing** is on zero before and after.) METHOD B You can do this as you go by clicking **Tab** on your key pad before you start a new paragraph.
When you have finished put the 'Word Count' on your cover page. ☐		The word count **does not** include the cover sheet and reference list. Highlight your assignment, from the beginning up to the reference list. Look at the bottom left of your assignment and you can see the word count. The first number is the number of words highlighted. The second number is the total number of words for the whole assignment.

Formatting the reference list

Formatting required	Illustration	Instructions
Title the page **References** ☐	**References** 	Type the word References and then centre the word. Highlight the word with your cursor. Then got to **Home** go to **Paragraph** and click the centred lines. Highlight the word References and make it bold by clicking the B under the Home tab
Hanging indent for each entry ☐		Go to the **Home** tab then • go to **Paragraph** dialogue box (expand it) • go to **Indents and Spacing** • go to **Indentation** • go to **Special** and then • choose **Hanging.** (It is useful to make sure the **Spacing** is on zero before and after.)
Entries are in alphabetical order ☐		Each entry is organised in alphabetical order. Highlight the list DO NOT INCLUDE the word References • Go to the **Home** tab then • go to **Paragraph** • go to **Sort** (which looks like A to Z)
Italics for titles ☐		Journal title and volume number is in italics. If it is a chapter of a book, the book title is in italics. • highlight the title with your cursor • Clicking on **Home** tab • go to **Font** dialogue box and • click on the *I for*

Hyperlinks ☐		Make sure all DOI and URL links are active. This means they will take the reader to the source. Links should appear like this: http://www.acap.edu.au/
The doi is presented ☐	The doi should start with https://doi.org/####	Example: https://doi.org/10.1080/08873267.2013.779906