



APA CHECKLIST FOR REFERENCES PAGE

For complete details on how to format your References page in APA style, please consult one of the citation tools available online, such as:

- UBC’s Getting Started with APA Citation Style at: <http://wiki.ubc.ca/images/6/6f/Apastyle.pdf>
- BCIT’s APA Style Guide at: <http://www.bcit.ca/files/library/pdf/bcit-apastyle.pdf>

Note: Style will vary from one institution to another. Ask your instructor about which format is required.

REVIEW YOUR WORK. Complete this checklist & submit the checklist with your work.

DETAILS / DESCRIPTION OF REQUIRED ELEMENT	STUDENT 	TEACHER 
FONT USED: Times New Roman / 12 point size		
TITLE AT TOP OF PAGE IS: <ul style="list-style-type: none"> • References – not Bibliography, not Works Cited • Centered but not bolded, nor underlined 		
_____ MINIMUM # OF RESOURCES REQUIRED		
RESOURCES <ul style="list-style-type: none"> • Listed in alphabetical order by the author’s last name. • When there is no author provided, the resource is listed in alphabetical order by the title. • Only the initial(s) of the author’s first name(s) are used, with a space between initials. Example: Pante, C. F. • Comma used to separate multiple authors’ names. Example: Pante, C. F. , Dissegna, D. • Used an ampersand (&) before final author’s name. Example: Pante, C. F. , Dissegna, D. , & Bombino, G. (2015). • If there are 2 or more resources by the same author, arrange them in chronological order, with the oldest resource first. 		
YEAR OF PUBLICATION <ul style="list-style-type: none"> • Date follows the author information. Example: Pante, C. F. (2015). • When no author is available, date follows the title of book or journal article. • Date is in parentheses (2015). For Journals: (2015, July 28) • (n.d.) Used when no publication date is available. 		
TITLES OF RESOURCES <ul style="list-style-type: none"> • Capitalize only the first word in the title & Proper Names. For titles with sub-titles: Capitalize first word following a colon. • For journal titles, capitalize every major word - but not journal article title • <i>Italicize title of resources.</i> For journals: Italicize the <i>title of the journal</i> / BUT NOT – the title of the article title, issue number, volume or page numbers. 		

DETAILS / DESCRIPTION OF REQUIRED ELEMENT	STUDENT <input checked="" type="checkbox"/>	TEACHER <input checked="" type="checkbox"/>
<p>HANGING INDENT All entries are presented or formatted with a hanging indentation. You begin the citation at the left hand margin &, when there is no more space on that line, all other lines after that first line are indented (1/2 inch from margin). ½ inch indent</p>		
<p>DOUBLE SPACING [Entire document is double-spaced]</p> <p>Double-space between the title of your References page, all lines of citation & between the 1st entry and the 2nd entry.</p>	} DOUBLE SPACE	
<p>PUNCTUATION MATTERS – Careful with placement!</p> <ul style="list-style-type: none"> • Parentheses around the publication year • Journal issue numbers in (parentheses), no italics • Pagination range without p. or pp. (Example: 10 – 15) • Commas, periods, parentheses – are all in the correct place(s). <p>Example: Pante, C. F. , Dissegna, D. , & Bombino, G. (2015). Surviving APA citations. <i>Journal of Stress Inducing APA Style</i>, 1(25), 11-25. doi: 122345678910</p>		
<p>INFORMATION IS COMPLETE- ALL DETAILS ARE INCLUDED FOR EACH ENTRY Note: Sample citations are available on one of the APA sites listed on the first page of this package.</p> <p>Books: Author(s). (Publication year). <i>Title of Book</i>. Place of Publication: Publisher.</p> <p>Journals: Author(s). Title of article. <i>Journal Title</i>. vol (issue), page(s). Retrieved URL or a d.o.i.*</p> <p>*When available include the d.o.i. (<u>d</u>igital <u>o</u>bject <u>i</u>dentifier) otherwise include the URL.</p> <p>For Databases: Cite the resource using the information for the original source. [i.e. The Reference books, ebooks, magazine or journal articles.]</p> <p>Websites: Author(s). <i>Title of Website</i>. Retrieved from URL Author(s). <i>Title of Website</i>. Retrieved Date, from URL</p> <p>* Include a retrieval date (i.e. the date you accessed the info.) only when the source material may change over time. Dates are presented as follows: Month day, year / Example: November 30, 2018.</p> <p>Example: Bombino, G. (2015). <i>Citing resources</i>. Retrieved October 30, 2015, from http://go.vsb.bc.ca/schools/templeton/Library/HowToGuide/CitingResources/Pages/default.aspx</p>		