

APA @ Conestoga Checklist: Paper Format [Fall 2015 – Winter 2016]

Check	Elements to Include
	Overall Paper Formatting
	Font
	12 pt, Arial
	Spacing
	double-spaced lines
	Margins
	Default MS Word margins
	left-aligned justification
	Indenting
	indented 1st line of each paragraph
	reference entries in hanging indent format
	Order of Sections
	title page, body, references, appendix/appendices
	Title Page
	Header & Page Numbers
	title of paper no more than 1 line long
	TITLE: left aligned in UPPERCASE LETTERS
	page numbers: right aligned
	title page: numbered 1
	Arial 12 pt font
	Content Format
	two double-spaced blank lines at the top of the page; content begins on next line
	centred
	double-spaced lines
	Content & Sequence
	title, student name, student no., course name and/or code, course instructor, due date
	First Content Page of Paper
	title not included on page
	do not use heading "Introduction" before the introductory paragraph
	Headings for Sections
	Level 1 Headings: centred, bold, Title Case Capitalization
	Level 2 Headings: left-aligned, bold, Title Case Capitalization
	Level 3 Headings: indented, bold, Sentence case capitalization, end with a period