APA Checklist
Use this checklist to ensure that your assignment is APA 6th referencing style compliant. Always keep your referencing style consistent across the document.

In-text Citations
- Have you cited all your directly quoted and paraphrased contents?
- If your citation is at the end of a sentence, did you end it with a full stop?
- Have you included the page number/paragraph number for a direct quote?
- Are your short quotes incorporated within “double quotation marks”?
- Have you cited the authors’ name correctly?
- Have you used “et al.” where applicable for multiple authors?
- Have you used an ampersand (&) between the names of two authors inside the parentheses? And used “and” outside the parentheses?
- Have you cited secondary sources appropriately?

Tables and Figures
- Have you referred to all tables and figures in the body of the text?
- Have you numbered all tables and figures in the order they first appear in the text?

References
- Have you included all the sources cited in the body of text in the reference list?
- Have you identified the source type and cited accordingly by the format?
- Have you started the reference list on a new page with a centered title “References”?
- Have you listed the references in alphabetical order?
- Have you formatted the list using double-spacing and with a hanging indent of 1.27cm/0.5 inches?
- Have you removed the hyperlink of URLs?
- Have you used the doi where applicable for online articles?
- Check author’s name format.
- Check capitalisation and italicisation of titles.
- Check punctuation.

Figure 1. Example of reference list.

Figure 2. Setting of double-space and hanging indent in MS Word.