Checklist APA guidelines

This checklist can be used to verify whether you have applied the APA guidelines correctly. For more information, see the APA guidelines explained in more detail on the [website](#) of the HAN University of Applied Sciences, or send an email to auteursrecht@han.nl.

A General

☐   **1** The document should include both in-text citations and a reference list.

☐   **2** All in-text citations have a reference list entry (with the exception of personal communication, see 5), and every reference list entry has an in-text citation.

☐   **3** It is clear from the text which parts are own work and which parts are based on other sources.

☐   **4** Punctuation (full stops, commas, spacing, etc.) is used correctly for in-text citations as well as reference list entries.

☐   **5** Information that is not accessible to the reader is referred to in the text by name or organisation, 'personal communication' + date. This information is not included in the source list.
See also [Interview](#).

B In-text citations

☐   **6** The text contains in-text citations (paraphrases and/or quotations) that direct to the reference list.
No footnotes or endnotes are used when citing a source.

☐   **7** A quotation is not modified.

☐   **8** A quotation is enclosed within double quotation marks.
A citation is not italicized or enclosed within single quotation marks.

☐   **9** A block quotation (40 words or more) is placed in a separate text box, indented and has no quotation marks.

☐   **10** A paraphrase is not enclosed within double quotation marks.

☐   **11** An in-text citations contains the last name(s) of the author(s) and year.
If the author is unknown, include the organization.
If the organization is unknown, include the title.
If the date us unknown, write down n.d. (=no date).

☐   **12** A page number, if available, is included in a quotation.

☐   **13** An in-text citation is part of a sentence.
Parenthetical citation: (Author, year, p. X) or (Author, year).
Narrative citation: Author (year, p. X) or Author (year).

☐   **14** All appendices and images are numbered and referred to within the text.
Appendix A, B, C, etc. Figure 1, Table 2, etc.

C Reference list

☐ **15** The reference list comes after the main text and before the appendices.

☐ **16** The reference list entries are ordered alphabetically (not divided into separate sources).

☐ **17** Each reference list entry longer than one line has a hanging indent and all entries are separated by a whitespace.

☐ **18** Each reference list entry can be recognized as a book, webpage, journal article, etc.

☐ **19** A reference list entry of a book contains author(s), year, title (in italics) + name of publisher.
For examples, see: APA Reference list: Book.

☐ **20** A reference list entry of a book contains author(s), year, title article, title journal (in italics), volume number, issue number, page numbers + DOI.
For examples, see: APA Reference list: Journal article.

☐ **21** A reference list entry of a webpage contains author(s) or organization, date, title (in italics), name website, retrieval date + URL.
For examples, see: APA Reference list: Internet source.

☐ **22** Reference list entries of other sources are according to the guidelines as stated on the website of the Studiecentra HAN.
For examples, see: APA Reference list.

☐ **23** Surnames and surname prefixes are written in full, first names are written with initials.
Correct: Van der Donk, C. Incorrect: Donk, Cyrilla v.d.

☐ **24** The function or role of people other than the author is put between brackets.
Example: In-text citation (Johnson, 2020). Reference list: Johnson, A. (Ed.). (2020).

☐ **25** Title and subtitle are both included, italicized and separated by a colon.
Title: Subtitle.

☐ **26** Subsequent editions are put between brackets after the title.
Title (2ⁿᵈ edition).

☐ **27** The reference list does not contain any language or spelling errors.

☐ **28** The reference list is consistent (type, spacing, etc.) and consequent.
Example: Bloomsbury, Bloomsbury Publishing Plc. Bloomsbury Publishing Inc.; correct: Bloomsbury Publishing.

D Correct references

☐ **29** In parenthetical citations the ampersand (&) is used between two names. The ampersand is used before the last name in a reference list entry.
Example: (Johnson & Smith, 2020). Reference list: Johnson, A., & Smith, B. (2020).
Note: do not use an ampersand for a narrative citation: Johnson and Smith (2020).

☐ **30** A personal communication includes a date in full.
Correct: June 1, 2020. incorrect: 06-01-2020.