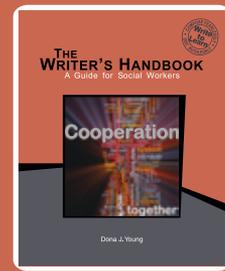# THE WRITER'S HANDBOOK
A Guide for Social Workers

Available on Amazon

APA Checklist

SETTINGS

1-inch margins: top, bottom, and sides
Double spacing throughout document
Paragraph controls at 0 pt for spacing *Before* and *After*
Paragraph indentation at 0.5 inches (1/2 inch)
Times New Roman font, 12 points

RUNNING HEAD

Running head: TITLE IN 50 CHARACTERS OR LESS in header
In header on second pages: Title only, all caps, left
In header on *all* pages: Page number, upper right corner

TITLE PAGE

Title and by line centered on the upper half of page
12 or fewer words for title
Times New Roman font, size 12, *not* in boldface

ABSTRACT

One paragraph between 150-220 words
No paragraph indentation for first line
Keyword summary (indent and italicize)

BODY

Section titles: not in boldface font (title, abstract, introduction, reference/s)
Heading levels 1, 2, 3, and 4 in **boldface** font
Two spaces after a period
Margins blocked at left (not *full* justified)
Paragraph indentation 0.5 inches (1/2 inch)

IN-TEXT CITATIONS

Use author's last name and year of publication:
- Jones (2010) found that at-risk youth were . . . .
- At-risk youth were likely to have issues with self-esteem (Jones, 2010).
- In 2010, Jones' study showed that . . .

In subsequent references within the same paragraph, the date is not necessary.

When a work has *two* authors, cite both names each time they are referenced:
- According to Jones and Smithe (2011), clients . . .

When a work has *three*, *four*, or *five* authors, cite all the first time; in subsequent references, use only the surname of the first author followed by *et al.*:
- Jones et al. (2011) demonstrated that . . .

For quotations 40 words or more, double space and indent left margin 0.5 inches; do not use quotation marks; put period before the citation. For short quotations, place the reference inside of the period:
- "Additional studies are needed to fill the gap" (Jones, 2010, p. 33).

For in-text citations using signal phrases, use the word *and*; for in-text citations that do not use signal phrases, use the ampersand (&) if cited at the end of sentence.

REFERENCE PAGE

- List references in alphabetical order; leave individual references in the order noted in the article or book
- Use last name and first initial (no first names)
- *For books:* author's last name and initials, publication date, title of work, and publication data: Jones, S., & Barker, D. (2012). *Title*. City, ST: Publisher.
- Block the first line of each reference at left margin
- Indent second lines of references 0.5 inches (hanging indentation)
- Capitalize only the first word of book titles, the first word after a colon (subtitle), proper nouns, and proper adjectives
- Type the title of a book in *sentence case*, the title of an article in *sentence case*, and the title of a journal in *title case*
- Italicize the title of a book and the title of a journal and its volume number
- For references, use the ampersand (&), not *and*

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