<table>
<thead>
<tr>
<th>Checklist for AMA 10 Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have 1-inch margins throughout the paper (left, right, top, bottom)?</td>
</tr>
<tr>
<td>Did you use Times New Roman or Arial in a 12-point font size?</td>
</tr>
<tr>
<td>Did you double-space the paper?</td>
</tr>
<tr>
<td>Did you list the paper’s title, your name, your school affiliation, your course number and course name, and the date on the title page? This is centered and double-spaced about 1/3 of the way down the page.</td>
</tr>
<tr>
<td>Does your title page contain a running header and the page number 1?</td>
</tr>
<tr>
<td>Example of the running header on the title page: ABBREVIATED TITLE OF YOUR PAPER</td>
</tr>
<tr>
<td>The font of the running head is Times New Roman or Arial, size 12.</td>
</tr>
<tr>
<td>Do you have a running header and page numbers for the rest of your paper?</td>
</tr>
<tr>
<td>The running head for this is different than the running head on the title page. Do not use Running head:</td>
</tr>
<tr>
<td>Example of the running head for the rest of the paper: ABBREVIATED TITLE OF YOUR PAPER</td>
</tr>
<tr>
<td>Do you need to include an abstract? (i.e., you will need an abstract if your paper is longer than 3 pages, is not an informal writing, and includes citations).</td>
</tr>
<tr>
<td>If yes, do you have the word Abstract centered at the top of the page?</td>
</tr>
<tr>
<td>Is your abstract a concise summary of your paper that is no more than ½ page in length?</td>
</tr>
<tr>
<td>Is your abstract aligned to the left of the page with no indentations?</td>
</tr>
<tr>
<td>At the beginning of the main body of your paper, do you have the title centered at the top of the page?</td>
</tr>
<tr>
<td>Is the start of each paragraph (with the exception of block quotations) indented 0.5 inches?</td>
</tr>
<tr>
<td>At the beginning of the References page, do you have the word References centered at the top of the page?</td>
</tr>
<tr>
<td>Are you using a hanging indent for each of your reference entries?</td>
</tr>
<tr>
<td>Are your references double-spaced in Times New Roman or Arial, font-size 12?</td>
</tr>
<tr>
<td>Is each source listed on the reference page also correctly cited in-text (that is, in the body of the essay)?</td>
</tr>
<tr>
<td>Are your references in the order they appear in the paper?</td>
</tr>
</tbody>
</table>