Academic formatting report

Sample academic document · 9 paragraphs in the main text · 1 page section

Rules used: APA 7 student paper.

The checker reads saved formatting. Open the final Word file and PDF to confirm how the pages look.

Page margins

Selected settings match — Expected: Top 1 in, Right 1 in, Bottom 1 in, Left 1 in, Extra space for binding 0 in. The selected margins match in 1 of 1 section.

Body line and paragraph spacing

Compare with your brief — Expected: Line spacing Double, Space before in points 0, Space after in points 0. The selected spacing matches in 2 of 3 ordinary body paragraphs. Paragraph 5: Line spacing Single, Space before in points 0, Space after in points 8.

Heading outline

Compare with your brief — Recognised 3 headings, with levels 1, 3. The highest recognised level is 3. The selected maximum is 5. The rule set checks headings for skipped levels. The heading at main-text paragraph 4 jumps to level 3.

Body fonts and sizes

Found in your file — Saved font and size pairs in ordinary body text: Times New Roman, 12 pt (Latin text) Up to nine pairs are shown. Word may substitute a typeface on another device.

Page-number fields

Selected settings match — APA uses an automatic page number in the header. The page-number field was found in 1 of 1 configured header parts read. Follow your institution if it asks for a running head.

Captions and reference list

Found in your file — Automatic numbering fields in the main text — 1 for figures and 0 for tables. Recognised reference-list headings — 1. Candidate reference paragraphs with a saved half-inch hanging indent — 1 of 1.

Before you submit

- Compare your title page with the student instructions, including the course, instructor and due date. Review the heading styles and contents page separately.
- Check page numbers at section openings and verify figure and table captions and cross-references.
- Compare every in-text citation with the reference list. Check source details, order, hanging indents and italicisation.
- For mixed Arabic and English, inspect reading order around names, dates, parentheses, URLs and DOIs in both Word and the PDF.