APA Style CENTRAL® – Check Services

Once you have completed a paper in the Writing Center, you can use the Check services to make sure your work is formatted according to the guidelines of APA Style.
Match Reference Citations

**Match Reference Citations** is a tool that makes sure every reference in the Paper Reference List is also a cited reference in the **Body**.

The **Match Reference Citations** check alerts you to references you have not cited in the body paper. It is up to you to decide whether to cite the reference, delete the reference, or leave the paper as it is. If there are references in the Paper Reference List that are not cited in the body, you will receive this error message.
If you encounter this **Match Reference Citations** message, each reference in the **Paper Reference List** will have either a green **Cited** icon, or a red flag if it is not cited in the body of the paper.

If you have forgotten to cite a reference, you can go back to the body of the paper and click on the desired location in the text. Once the cursor is placed, open the **Insert** menu and select **Find and Cite Reference**. This will return you to the Paper Reference list, where you can select the checkbox and click the **Cite** button.

If you are no longer using the reference in the paper, you can select the checkbox and click the **Delete** button. (Please note references cited in the body cannot be deleted from the **Paper Reference List**.)

You can also choose to leave flagged references in the **Paper Reference List** without citing them. Although this is not usually allowed in APA Style, you may be required to include your textbook in the list of cited references, or to list other materials that you read, even if they are not cited in the paper.

The **Check** services **Match Table Callouts** and **Match Figure Callouts** work in a similar way, flagging any tables or figures that are not called out in the paper. These flagged items can then be cited in the body, deleted, or left as they are to meet the requirements of the particular assignment.
Check References

The Check References tool will flag references in the Paper Reference List that miss required elements.

A red exclamation point indicates which reference in the Paper Reference List is missing elements of APA Style, such as title, year, or author name, and should be edited.
Check Headings Order

Check Headings Order looks for subheadings that may be formatted at the incorrect level.

Check Orphan Headings

Check Orphan Headings looks for headings that mistakenly have only one subheading.
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Check Complete & Export

All Check services will show a “check complete” message after they are successfully run with no errors.

Once Check services are complete, you can proceed to Export your paper. Please note that APA Style CENTRAL does NOT do spelling or grammar checks, so you may want to complete that step once you’ve exported your paper into Microsoft Word.

Contact Us

For additional information or assistance with APA Style CENTRAL, contact support@apastylecentral.org or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

I have a specific question about APA Style®? Write to StyleExpert@apa.org.