APA 7th Ed. Style Guidelines – Professional Papers
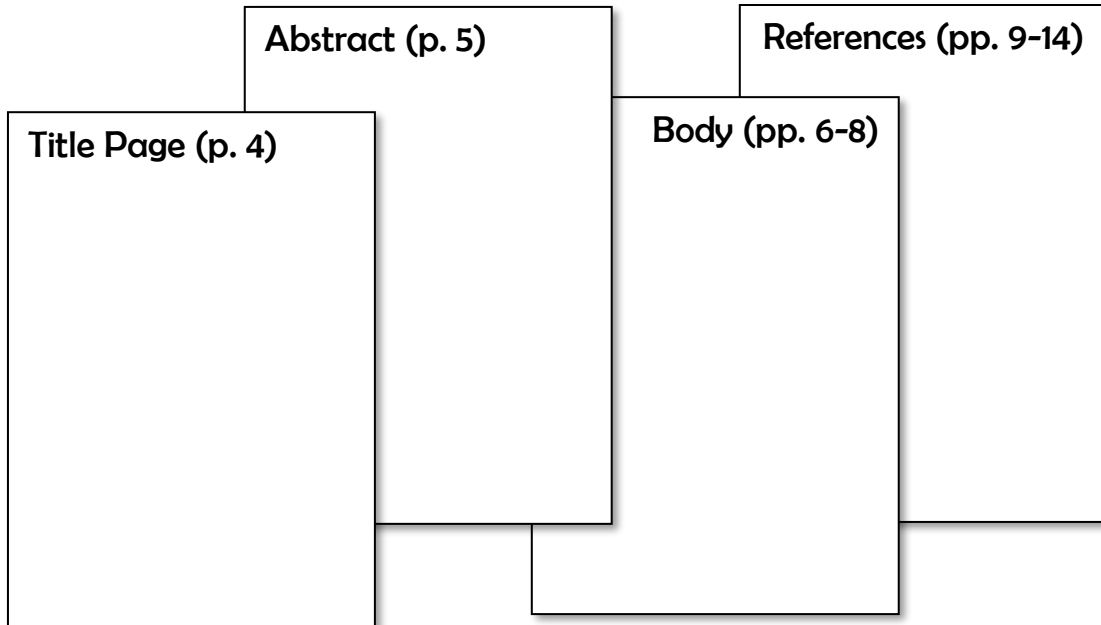
General Format

Your entire paper should:

- Be typed, double-spaced, with a single space after punctuation between sentences
- Be on standard sized paper (8.5" x 11")
- Have 1" margins on all sides (Normal in Word)
- Be in sans serif font (11 pt. Calibri, 11 pt. Arial, 10 pt. Lucida Sans Unicode) or serif font (12 pt. Times New Roman, 11 pt. Georgia). Be consistent throughout paper.
- Include a running head in all capital letters at the left margin and page number at the right margin of every page's header.

Contents:

Your paper should include four sections (unless instructed otherwise)

Title Page (p. 4)

Abstract (p. 5)

Body (pp. 6-8)

References (pp. 9-14)

## Microsoft Word Settings – May vary depending on version of Word

Margins:
- **Page Layout** tab
- **Margins**
- **Normal**
- 1" top, bottom, left, and right
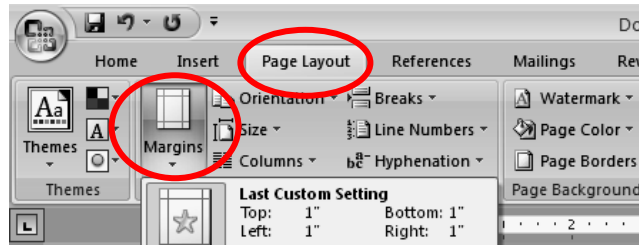
Font:
- **Home** tab
- Open **Font Dialog Box**
- Select **Font** of choice
- Size **10, 11, or 12** depending on font choice
- Choose **Default**
- Your font style and size are now set.
- You can skip this step if you plan to use **11 pt. Calibri** since it is the default font for Word.
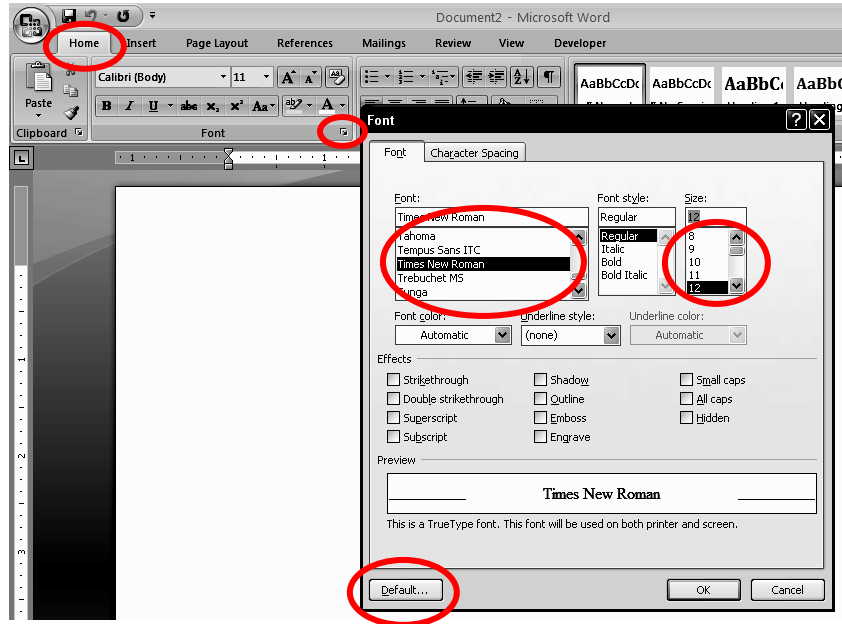
Spacing and Indenting:
- **Home** tab
- **Paragraph Dialog Box**
- **Indentation: Special: First line By: 0.5"**
- **Spacing: Before: 0 pt. After: 0 pt. Line spacing: Double**
- **OK**
- You may want to click Default instead if you want to make these the default settings for all papers.

Revised 09/20
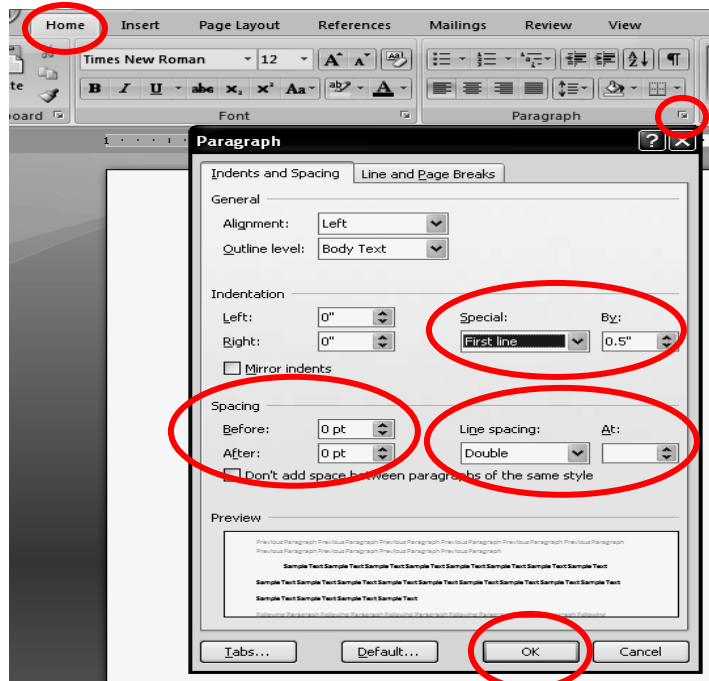
Microsoft Word Settings – May vary depending on version of Word

Header:
- Double click near top of page to open Header.
- Enter shortened title in all capital letters at left margin.
- Click **Page Number**
- Choose **Top of Page**
- Choose **Plain Number 3** to place page number at right margin.
- Your header is now automated. Word will add the page number to each page as you add them.
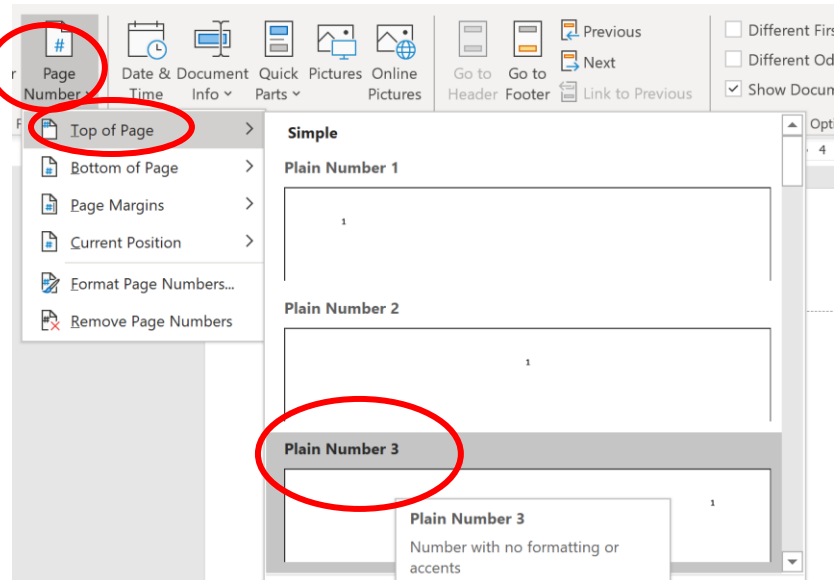
NOTE: Double check the font style and size in the header to ensure it is the same as the remainder of the paper.

Tip!

The shortened title in the header is to be in all capital letters. It should be a maximum of 50 characters, including spaces and punctuation.

Title Page:

SHORTENED TITLE OF PAPER   1

Title of Paper

Author Name

School Affiliation

Author Note

ORCID, if applicable

Change of affiliation

Disclosures and acknowledgement

Contact information

Include:
Full paper's title in bold
Blank line
Your full name
Your university affiliation

For Author Note, omit any line that is not applicable.

Page number is aligned at the right margin in the header

Tip!

Make the paper's title engaging, succinct, focused, and clearly descriptive of the topic.

Title page information is to be centered in the upper half of the page. Everything is double-spaced and uses upper and lower case as shown Only the **Paper's Title** and **Author Note** are to be bold. There are no underlines or *italics*.

Abstract:

Abstract

The abstract is a summary of the paper and is double-spaced. The first line of the abstract is not indented, and the total length is typically limited to 250 words. It may be written as a single paragraph or in structured form with labels such as Objective, Method, Results, and Conclusions.

Keywords: Used for indexing in databases

Remember that the Abstract is a summary of the paper, not an introduction. It should report the conclusions of the paper rather than simply introduce its contents.

The word Abstract is bold, centered on first line

Tip!

The abstract is used by others to briefly understand the contents of your paper. Be clear, concise, and comprehensive.

The abstract is required for the professional paper. Include at least three to five keywords to describe the content. The first line of the Keywords section is indented, and *Keywords* is italicized.

Body:

SHORTENED TITLE OF PAPER   3

Title of Paper

Throughout the body of the paper, every

paragraph is indented five spaces. There are

in-text citations for direct quotes and paraphrases.

All uses of someone else's ideas, opinions, theory,

fact, statistic, graph, or other information must

be cited as shown here (Jones, 2009). The general

form for in-text citations is the author's last name

and year of publication.

Direct quotes of less than 40 words are en-

closed in "quotation marks," and the page or

paragraph number is added to the citation.

Begin the paper with an introduction. It may be one paragraph or many more, depending on the assignment. DO NOT label it Introduction unless otherwise directed.

The paper's title is bold, centered on first line

Tip!

Some academic fields and many instructors do not allow the use of direct quotes. Paraphrases are required instead.

APA writing style emphasizes accuracy and clarity. Here are some tips:

1. Use active voice.
2. Use third person. First person is allowed if referring directly to paper's author, unless instructor directs otherwise.
3. Do not use slang, informal language, or contractions.
4. Cite source information clearly.

Body (continued):

Headings and subheadings. There are five levels as shown below. Table 1 below is a copy of Table 2.3 on page 48 of the *Publication Manual of the American Psychological Association Manual* (7th Ed.).

Level	Format
1	**Centered, Bold, Title Case Heading** Text begins as a new paragraph.
2	**Flush Left, Bold, Title Case Heading** Text begins as a new paragraph.
3	***Flush Left, Bold Italic, Title Case Heading*** Text begins as a new paragraph.
4	**Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.
5	***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.

In-text Citations (Narrative and Parenthetical). Include a citation for every source you drew from in writing your paper. Do not undercite or overcite, but make sure that each sentence containing source information as wording that makes the source clear. The table below with examples of basic in-text citation styles is a copy of Table 8.1 on page 266 of the *Publication Manual of the American Psychological Association Manual* (7th Ed.).

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

American Psychological Association. (APA, 2019). *Publication manual of the American Psychological*

     Association (7th ed.). Author.

Body (continued):

How Citations and References Work Together.

Sample Body Page

3
In the body of the paper, there are in-text citations whenever the writer uses another person's ideas, opinions, or theories. Other information the writer would cite are facts, statistics, and graphs, etc., that are not common knowledge. The writer cites all this information whether he or she quotes the sources word-for-word or paraphrases them.
The in-text citation can either be narrative or parenthetical. Green (2020) states that the narrative citation is part of the text of the sentence. The parenthetical citation is formatted as the name suggests – in parentheses (Green, 2020). Both methods provide brief credit for the original author.

Green (2020)
(Green, 2020)

Sample Reference Page

10
Brown, J. L. (2014). *Books that do not really exist* (3rd ed.). Bluegreen Publishers.
Green, R. (2020). Fake journal article about writing citations. *Faux Journal of Citing Sources, 12*(3), 22-34. https://doi.org/10.1022.fkjrnl.2020
Smith, K. (2016, April). *The life and times of people who love APA formatting* [Video]. Fake TED Conferences. http://fake-ted.com/talks/smith

Green, R. (2020). Fake journal article about writing citations. *Faux Journal of Citing Sources, 12*(3), 22-34. https://doi.org/10.1022.fkjrnl.2020

The in-text citation includes the author's (or authors') last name(s) and the publication year. If the information has been quoted directly from the source, be sure to enclose the words in quotation marks and add the page or paragraph number to citation.

For sources with two authors, list both names. With three or more authors, type the first name followed by et al.

The reference that corresponds to the in-text citation begins with the author's (or authors') last name(s), initials, and the publication year. The last name and year should match in both places.

References include all of the authors' names, to a total of 20.

Tip!

For direct quotes, the in-text citations look like this:

Green (2020) noted, "Citations are very important" (p. 27).

"Citations are very important" (Green, 2020, p. 27).

References:

The reference page is the complete list of sources that you used in your paper. They are to be organized alphabetically by authors' last names. If there is no person's name given as the author, use the organization's name instead. If there is no organization's name, then use the title instead.

As noted earlier, there should be at least one corresponding in-text citation for each reference that appears on the reference page. You may have multiple in-text citations if you use information from a source more than once.

The references use hanging indent format. The first line is aligned at the left margin, and any subsequent lines are indented one-half inch.

Setting a Hanging Indent for your Reference page
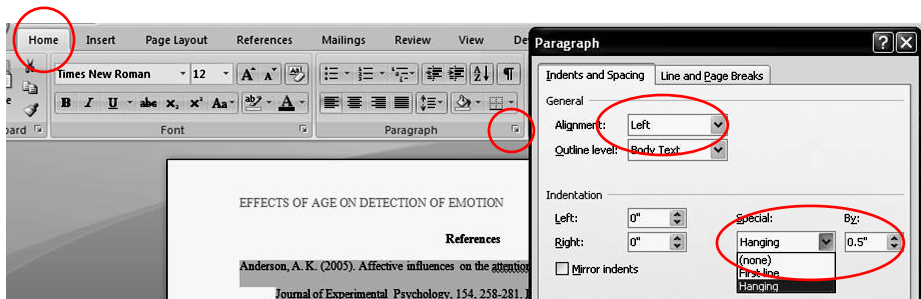
To set hanging indent, click, hold, and drag your cursor to highlight all of the references (Note: Do not include the title 'References' at the top of the page). Select the **Home** tab and open the **Paragraph** dialog box. Choose **Alignment: Left** in the **General** group. Then choose **Special: Hanging**; **By: 0.5"** in the **Indentation** group.

References with multiple authors:

1. List the authors in the same order they appear in the source. Type last names first, followed by their initials.
2. Separate authors' names with a comma, and include the '&' sign (ampersand) before the last author's name.
3. For sources with more than 20 authors, include the first 19 authors' names, then insert three ellipses […] and add the last author's name.

Examples with multiple authors:

Griffin, R. W., Walker, T., Allen, S., Bradley, B., Ramirez, O., Soo, H., & Ebert, R. J. (2002). *Business for*

Businesses (6th ed.). Prentice Hall.

Griffin, R. W., Walker, T., Allen, S., Bradley, B., Ramirez, O., Soo, H., [Continue through first 19

authors] … Wasserstein, M. (2006). *Business for Businesses* (8th ed.). Prentice Hall.

This is the last author in the list.

References (continued):

SHORTENED TITLE OF PAPER   12

References

Griffin, R. W., & Ebert, R. J. (2002). *Business*

management (6th ed.). Prentice Hall.

Jencks, C. (2004). Nature talking with nature. *The*

Architectural Review, 215(1283), 66-75.

Kenneth, I. A. (2000). A Buddhist response to the nature

of human rights. *Journal of Buddhist Ethics, 8*, 12-26.

Talbot, A., & Tanenhause, F. B. (2009). *Nutrition*

monitoring strategies.

http://www.eatright.org/strategies/

The word References is bold, centered on first line

The references are listed alphabetically by the first author's last name. The authors are listed in the order they appeared in the source.

Tip!

Government sources most often have the government agency as the author.

All references answer four basic questions:
WHO – The name of the author (last names followed by initials)
WHEN – The publication date (usually just the year)
WHAT – The title of the source (Written as a regular sentence)
WHERE – The publishing organization (journal, book publisher, etc.)

Reference and In-text Citation Examples:

The following reference examples adhere to the guidelines of the APA manual (7th ed.) and have been copied from the online APA Style Guide at https://apastyle.apa.org/style-grammar-guidelines/references/examples . Additional examples may be found at the link above and in chapter 10 of the Publication Manual of the American Psychological Association (7th ed.).

Print book:

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Narrative citation: Sapolsky (2017) ; Parenthetical citation: (Sapolsky, 2017)

E-book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American

　　Psychological Association. https://doi.org/10.1037/0000168-000

Narrative citation: Jackson (2017) ; Parenthetical citation: (Jackson, 2017)

Whole edited e-book:

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression*

　　theory: Influence and implications. John Wiley & Sons. https://doi.org/10.1002/9781119466642

Narrative citation: Torino et al. (2017) ; Parenthetical citation: (Torino et al., 2017)

Note: A whole e-book reference (with authors vs. editors) would be the same without (Eds.) at the end of the list of names. A whole print book reference with either editors or authors would be the same without the hyperlink.

Chapter in an edited print book:

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.),

　　Media effects: Advances in theory and research (4th ed., pp. 115–129). Routledge.

Narrative citation: Dillard (2020) ; Parenthetical citation: (Dillard, 2020)

Chapter in an edited e-book:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F.

　　Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance:*

　　Developing human potential into domain-specific talent (pp. 345–359). American Psychological

　　Association. https://doi.org/10.1037/0000120-016

Narrative citation: Aron et al. (2019) ; Parenthetical citation: (Aron et al., 2019)

Reference and In-text Citation Examples (continued):

Journal article with doi:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison

of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular*

Media Culture, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

Narrative citation: Grady et al. (2019) ; Parenthetical citation: (Grady et al., 2019)

Journal article with doi and an article number:

Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R.

(2018). Teaching medicine with the help of "Dr. House." *PLoS ONE*, *13*(3), Article e0193972.

https://doi.org/10.1371/journal.pone.0193972

Narrative citation: Jerrentrup et al. (2018) ; Parenthetical citation: (Jerrnetrup et al., 2018)

Journal article without doi but with a direct Internet hyperlink:

Stegmeir, M. (2016). Climate change: New discipline practices promote college access. *The Journal of*

College Admission, (231), 44–47.

https://www.nxtbook.com/ygsreprints/NACAC/nacac_jca_spring2016/#/46

Narrative citation: Stegmeir et al. (2016) ; Parenthetical citation: (Stegmeir et al., 2016)

Notice that this reference does not include an issue number. If there is missing information, simply omit it.

Print magazine article (or online magazine article with no doi or direct Internet hyperlink):

Lyons, D. (2009, June 15). Don't 'iTune' us: It's geeks versus writers. Guess who's winning. *Newsweek*,

153(24), 27.

Narrative citation: Lyons (2009) ; Parenthetical citation: (Lyons, 2009)

Note: If the article is from an academic database, do not include database information (such as a database hyperlink)

Reference and In-text Citation Examples(continued):

Online magazine article with doi:
Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human

evolution. *Science*, *365*(6457), 981–982. https://doi.org/10.1126/science.aay3550

Narrative citation: Schaefer et al., (2019) ; Parenthetical citation: (Schaefer et al., 2019)

Online magazine article with direct Internet hyperlink:
Schulman, M. (2019, September 9). Superfans: A love story. *The New Yorker*.

https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story

Narrative citation: Schulman, (2019) ; Parenthetical citation: (Schulman, 2019)

Print newspaper article:
Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-

grade plutonium. *The Washington Post*, A1, A4.

Narrative citation: Harlan, (2013) ; Parenthetical citation: (Harlan, 2013)

Online newspaper article with direct Internet hyperlink:
Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*.

https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

Narrative citation: Carey, (2019) ; Parenthetical citation: (Carey, 2019)

Note: If the article is from an academic database, do not include database information (such as a database hyperlink)

Report by a government agency:
National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-

2059). U.S. Department of Health and Human Services, National Institutes of Health.

https://www.cancer.gov/publications/patient-education/takingtime.pdf

Narrative citation: National Cancer Institute, (2019) ; Parenthetical citation: (National Cancer Institute, 2019)

Reference and In-text Citation Examples (continued):

YouTube video:

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube.

    https://www.youtube.com/watch?v=guRoWTYfxMs

Narrative citation: Harvard University, (2019) ; Parenthetical citation: (Harvard University, 2019)

Note: If the name of the speaker is listed, put his or her name in the author's position.

TED Talk from the TED website:

Cuddy, A. (2012, June). *Your body language may shape who you are* [Video]. TED Conferences.

    https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are

Narrative citation: Cuddy, (2012) ; Parenthetical citation: (Cuddy, 2012)

TED Talk from YouTube:

TED. (2019, November 13). *The danger of AI is weirder than you think | Janelle Shane* [Video].

    YouTube. https://www.youtube.com/watch?v=OhCzX0iLnOc

Narrative citation: TED, (2019) ; Parenthetical citation: (TED, 2019)

Webpage on a news website:

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost.

        https://www.huffpost.com/entry/anxiety-love-watching-horror-

        movies_l_5d277587e4b02a5a5d57b59e

Narrative citation: Bologna, (2019) ; Parenthetical citation: (Bologna, 2019)

Plagiarism:

Plagiarism means offering the words or ideas of another person's as your own. Plagiarism encompasses the following:

- Use of another person's work
- Use of a paper you wrote but already submitted for a different class
- Purchase of a canned paper
- Copying passages without documentation
- Copying a key phrase or statistics without documentation
- Putting another's ideas into your own words (paraphrasing/summarizing) without documentation
- Incomplete or missing in-text citations (pp. 7-8)
- Missing quotation marks (p. 6)
- Missing list of references (pp. 9-14)

When you put material in your own words, be sure that you *really* put it in your own words. Example:

Original Text: "Alexander's greatest single achievement was his emancipation of some forty million Russian serfs, a deed which won him the title of Tsar Liberator."

Still Plagiarism: Alexander's largest achievement was his freeing of roughly forty million Russian serfs, an action which won him the name "Tsar Liberator" (Rollins, 2003).

Not Plagiarism: Alexander, nicknamed the "Tsar Liberator," won much acclaim for freeing approximately forty million Russian serfs (Rollins, 2003).

How to Avoid Plagiarism
- Use in-text citations appropriately: cite *everything* including direct quotes, summaries, and material that you paraphrased in your own words.
- Provide a complete list of references. Every reference should have a matching in-text citation.
- Do all of your own writing.
- Be careful to put material into your own words. This is paraphrasing.
- Use quotation marks for any material pulled directly from the source.

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Plagiarism means offering the words or ideas of another person's as your own. Plagiarism encompasses the following:

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- Be careful to put material into your own words. This is paraphrasing.
- Use quotation marks for any material pulled directly from the source.

APA Checklist:

Overall Format
- ☐ Is the font consistent throughout the paper, including the header?
- ☐ Is the **entire** paper double-spaced?
- ☐ Are the margins set to 1 inch?
- ☐ Is there a SHORTENED TITLE in all capital letters on every page in the top left page header?
- ☐ Is there a page number (listed in sequence) on every page in the top right page header?

Title Page
- ☐ Is there a SHORTENED TITLE and page number in the page header?
- ☐ Is the Title of the paper centered in the upper half of the page?
- ☐ Is the Title of the paper in bold font?
- ☐ Is there a blank line below the title?
- ☐ Is your Name listed below the blank line?
- ☐ Is your academic department and university affiliation listed below your name?
- ☐ Is the author note with the ORCID (if applicable), change of affiliation (if applicable), conflict of interest statement, and contact information included?
- ☐ Is the title page double-spaced?

Abstract (Required for professional paper)
- ☐ Is there a SHORTNEDD TITLE and page number in the page header?
- ☐ Is the word Abstract centered on the first line? (**Bold**, no italics)
- ☐ Did you **remove** the indent? (i.e., Do not indent paragraph)
- ☐ Is the Abstract double-spaced?

Body
- ☐ Is there a SHORTENED TITLE and page number in the page header?
- ☐ Is the Title of the Paper centered on the first line? (**Bold**, no italics)
- ☐ Is the title listed ONLY on the first page of the body?
- ☐ Is the text double-spaced?
- ☐ Is there an indentation for each new paragraph? (Tab key or 5 spaces)

References
- ☐ Is there a SHORTNED TITLE and page number in the page header?
- ☐ Is the word References centered on the first line? (**Bold**, no italics)
- ☐ Are all entries listed in alphabetical order?
- ☐ Are all entries listed with a hanging indent?
- ☐ Is the References page double-spaced?
- ☐ Are there in-text citations in the body of the paper for EACH reference entry on the References page?

More help:

Tip #1: If you use Apple Pages word processor, convert your document to Microsoft Word before submitting it for publication since the publisher is likely to be using Microsoft Word and a Windows-based PC.

Tip #2: Save a copy of your paper to a thumb drive, or the cloud, or email yourself a copy so that you have an emergency backup. You may want to do all three.

> **Free online reference / citation generators: (not perfect, but helpful)**
> - KnightCite: http://www.calvin.edu/library/knightcite
> - BibMe: http://www.bibme.org/
> - NoodleBibExpress: http://www.noodletools.com/
> - Son of Citation Machine: http://citationmachine.net/
> - Zotero: http://zbib.org
>
> **Be sure to double check any results these digital tools give you.**

For more APA help:

- Consult the Publication Manual of the American Psychological Association
- Consult the APA Style and Grammar Guidelines at https://apastyle.apa.org/style-grammar-guidelines
- Consult the Purdue OWL at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html