APA Style 7th Edition

The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines. The following guidelines are based on the Publication Manual of the American Psychological Association, Seventh Edition (2020). For each topic, the corresponding section in the handbook is listed in parentheses.

General Format (APA Manual chapter 2)

Font (2.19): Clear, standard size (Times New Roman, 12-point font is preferred)
Line Spacing (2.21): Double-spaced, no extra spaces between headings or body paragraphs
Margins (2.22): 1-inch margins on all sides

Title Page (APA Manual 2.3–2.7)

Your title page identifies you and announces the topic of the paper and your affiliations.

Page Number (2.18): Use the “Insert Page Number” feature to include numbering flush-right in the header.

Running Head (2.8): Running heads are no longer required unless an instructor requests them or the manuscript is being submitted for publication.

Title (2.4): Bold face the title and center it between the margins in the upper half of the title page (e.g., three or four lines from the top margin). Note: You will also include this title on the first page of the body text.

Author Name (Byline) (2.5): Place your name beneath the full title, with an empty line between them. Including your middle initial is preferred.

Author Affiliation (2.6): Give the full name of your institutional affiliation, with the department and university names separated by a comma. The course title, instructor, and assignment due date follow on their own lines.

Optional Abstract (APA Manual 2.9)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. APA no longer expects abstracts for student papers, but some instructors may still require them. If required, an abstract should summarize your major points in the same order they are presented in the paper.

Title: Title the page “Abstract” (bold-faced and centered in the same formatting as your paper title).

Body: Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.
Title (2.4): The first few paragraphs of your paper will be an introduction. Begin them with the title, centered and bolded (not the word “Introduction”). After the introduction, begin using the headings described below.

Headings (2.27): APA uses five levels of heading. Levels one through three are pictured here. For examples of levels four and five, consult the APA Manual section 2.27.

- **Level one headings** (including the title) are **bolded** and centered.
- **Level two headings** are **bolded** and flush left.
- **Level three headings** are **bolded**, **italicized**, and flush left.
- **Level four headings** (not displayed) are indented and **bolded**.
- **Level five headings** (not displayed) are indented, **bolded**, and **italicized**.

In-Text Citations (APA Manual chapter 8)

In-text citations indicate to readers where your thoughts end and your research begins. In-text citations also direct readers to the full citations included on your reference page.

**Example:**

Psychotherapy proved effective for three out of four college students with clinical levels of anxiety (Rausch et al., 2006).

Block Quotations (8.27): Quotations longer than 40 words use the block quote format: indent the block quote an additional 1/2 inch from the left margin and main body text, double-space, omit quotation marks, and place the citation after the period.
In-Text Citations of Multiple or Duplicate Authors and Titles (APA Manual chapter 6)

One Work by Multiple Authors (8.17)

If a work has two authors, always include both of their names in an in-text citation. If a source has three or more authors, simply use the first author’s name followed by “et al.,” short for “and others” in Latin.

Two Authors: (Moretti & Norris, 2008) or Moretti and Norris (2008) explain . . .

Three or More Authors: (Zhang et al., 2017) or Zhang et al. (2017) explain . . .

Citing Multiple Authors Within One Citation (8.12)

If you have multiple sources that all validate the same fact that you are asserting, include all of those references alphabetically in the same parenthetical in-text citation, separated with a semicolon.

Example: Several studies corroborate this finding (Johnson, 2015; Nakamura et al., 2018).

Authors with Multiple Works (8.19)

When you are citing multiple works by the same author or authors, arrange them by year of publication. If the works have the same publication year, add the suffixes “a,” “b,” “c,” etc. after the year and include those suffixes in the reference list (which will be ordered alphabetically).

Example: Several studies corroborate this finding (Arseneau, 2015a, 2015b).

Reference List (APA Manual 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
</table>

Title (9.43): Center the bolded word “References” in the same size and font as the title of your paper.

Hanging Indent (9.43): Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program’s built-in process for hanging indents.

In Microsoft Word: Highlight the text, right click, and select “Paragraph.” Then, under “Indentation,” select “Special Indent,” and click “Hanging.” Set it to ½ inch.

In Google Docs: Highlight the text, click on the “Format” tab. Then, under “Align and Indent,” select “Indentation Options.” In the options, set the left indent to 0 inches and the special “Hanging” indent to ½ inch.
Authors’ Names on the References Page (9.8): List authors with their last names spelled out, followed by a comma and their initials. If there are multiple authors for the same work, format each of their names this way, with commas between them and an ampersand before the last name.

Example: Bernstein, D. A., & Borkovek, T. D.

Citing Specific Sources (APA Manual section 9)
Since there are many types of sources, only some of the most commonly used are included in this handout. For more citation help with sources and for exceptions consult The Publication Manual of the American Psychological Association, Seventh Edition or the Purdue Online Writing Lab.

Book (9.19, 9.29)
Include: Author’s last name, First initial. Middle initial. (Year of publication). Title of work. Publisher.

Scholarly Journal Article (9.25–27)
Include: Author’s last name, First initial. Middle initial. (Year of publication). Title of article. Title of Periodical, volume number(issue number), page range.

Online Scholarly Journal Article (9.25 – 27, 9.34)
Include: Author’s last name, First initial. Middle initial. (Year of publication). Title of article. Title of Periodical, volume number(issue number), page range. doi:xx.xxxxxxxxxx or URL (if no DOI)*

Internet Source (9.32–34)
Include: Author’s last name, First initial. Middle initial. (Date of publication)1. Website Name. http://web address3