

AP Austin Peay
State University
APSU Writing Center
APA Style 7th Edition

Formatting

- **Margins:** 1 inch margins on all sides of the page.
- **Font:** Times New Roman, 12 pt.
- **Double spaced:** for the content of the paper.
- **Single spaced:** block quotes
- **Page numbers:** only the page number flush right.

APA Style Order

- Title Page
- Abstract (if needed)
- Main Body
- References

Title/Cover Page

- Insert a header then add the page number flush right.
- The title should be centered a third of the way down the page.
- Your name, class information, and the date should follow several lines later.
- For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Double-space each line of the title page.

Order of Title Page:

- Page number
- Title
- Subtitle
- Full Name
- Class Information
- Professor Name
- Date

Title Page Example:

1

Centered, Double-spaced, Bolded, About 1/3 down the page	A Deal Gone Wrong:	Title of Your Paper
	Faustian Deals in Twentieth-Century Literature	Subtitle
Centered, Double-spaced, Plain text	Anne Veldt	Your First and Last Name
	English 401: Modern Reinterpretations of Classic Literature	Class or Course Name
	Professor Reid	Teacher's Name
	April 16, 2020	Date paper is due



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APA Style 7th Edition - Abstract

Abstract

- Always consult with your instructor if you need to include an Abstract in your written work.
- An abstract is a concise summary of the key points of your research and is typically no more than 250 words and not indented. It is written in a single paragraph and is double spaced.
- Include the page header and type the word "**Abstract**" at the top of the page, centered, and bold.
- Your abstract will typically include:
 - research topic
 - research questions
 - participants
 - methods
 - results
 - data analysis
 - conclusions
 - possible implications of your research (if needed)
 - future work you see connected with your findings (if needed)
- *Keywords* is a list that will be created at the end of your abstract and helps researchers find your work in databases. It is written in italics followed by a colon. Indent as you would start a new paragraph.

PURDUE ONLINE WRITING LAB'S SAMPLE ABSTRACT

2

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor magna eget est lorem ipsum dolor sit. Pulvinar etiam non quam lacus suspendisse. Quisque non tellus orci ac. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi cras. Orci dapibus ultrices in iaculis nunc sed augue lacus viverra. Leo duis ut diam quam. Lorem ipsum dolor sit amet. Sagittis vitae et leo duis ut diam quam nulla. Purus viverra accumsan in nisl nisi scelerisque. Risus nullam eget felis eget nunc lobortis mattis aliquam. Sodales ut etiam sit amet nisl purus in. Porta nibh venenatis cras sed felis eget. Adipiscing elit duis tristique sollicitudin nibh sit amet commodo. Diam donec adipiscing tristique risus.

Keywords: Lorem, ipsum, dolor



APA Style 7th Edition - Headings & Body

APA Headings

- APA Style holds 5 heading levels to format the sections of a paper. These help guide readers through the written work.

Heading Format

1. **Centered, Boldface, Title Case Heading**
2. **Flush Left, Boldface, Title Case Heading**
3. *Flush Left, Boldface Italic, Title Case Heading*
4. **Indented, Boldface Title Case Heading Ending With a Period.**
5. *Indented, Boldface Italic, Title Case Heading Ending With a Period.*

- Thus, if the article has four sections, some of which have subsections and some of which don't, use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format.
- Example:

Method (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers (Level 3)

Students (Level 3)

- Section Headings are only included in the body of the paper and are excluded from introduction, abstract, paper titles, references, footnotes, Appendices (use level one headings on these pages and give them their own separate page).

Verb Tenses in APA

- When writing your APA paper it is best to use the following verb tenses:
 - Literature Review (other researchers' work)
 - **Past** → Example: Martin (2020) addressed
 - **Present Perfect** → Example: Researchers have studied
 - Method (Description of procedure)
 - **Past** → Example: Participants took a survey
 - **Present Perfect** → Example: Others have used similar approaches
 - Personal reactions
 - **Past** → Example: I felt surprised
 - **Present Perfect** → Example: I have experienced
 - **Present** → Example: I believe
 - Reporting on your results or others → **Past** → Example: Scores decreased
 - Discussion of implications of results → **Present** → Example: The results indicate
 - Presentation of conclusions and future directions → **Present** → Example: We conclude

APA Style 7th Edition - In-text Citations

In-text Citations

- When you are directly quoting the material from another source you must create a citation. This is done to avoid plagiarizing another source.
- **Paraphrasing an idea from another work:** Authors last name and year of publication.
 - Example: (Johnston, 2023)
- **Directly quoting from another work:** Include the authors last name and year of publication and the page number ("p" for one page or "pp" for multiple pages) use the en dash for page ranges.
 - Example: (Jones, 1998, p. 199)
 - Example: (Jones, 1998, pp. 199–201)
- **No page numbers:** reference another logical identifying element a paragraph, a chapter number, a section number, a table number, or something else.
 - Example: A meta-analysis of available literature (Jones, 1998) revealed inconsistency across large-scale studies of student learning (Table 3).
- Include one complete reference for each source in the reference list page.
- Capitalize proper nouns, author names, and initials.
- References list, only the first word of a title will be capitalized: *Writing new media*.

Short Quotations

- Always include the authors last name, year of publication, and page number.
- You can either include all of this information together or broken up:
 - Example: According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
 - Example: She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Block Quotes

- When quoting a source that is 40 words or longer include this information in a block quote.
- Indent 1/2 inch (new paragraph) type the entire quotation. Double space but do not add any extra blank lines before or after.

enim, luctus id ligula sit amet, semper consectetur felis. Pellentesque eleifend egestas ligula at

fringilla. In at dictum urna. Jones's (1998) study found the following: (Signal phrase)

(Entire
quotation
indented
1/2 inch)

Students often had difficulty using APA style, especially when it was their first time

citing sources. This difficulty could be attributed to the fact that many students failed to

purchase a style manual or ask their teacher for help. Nulla egestas facilisis sagittis.

Suspendisse auctor tincidunt purus, ac efficitur lectus eleifend ac. Morbi eleifend posuere

ipsum, eget molestie arcu tincidunt eu. (p. 199) (Parenthetical follows ending punctuation)

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec



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APA Style 7th Edition - Citing

Citing Sources

- Below is instructions on how to cite different sources in APA 7th Edition. In general, include the author name and publication date.

Citing one author

- Include the author name and date of publication.
 - Example: As Ahmed (2016) mentions...
 - Example: (Ahmed, 2016)

Citing two authors

- Include both author names and date of publication along with the "and" for sentences or "&" for parenthesis.
 - Example: Research by Wegener and Petty (1994) supports...
 - Example: (Wegener & Petty, 1994)

Citing three or more authors

- Include only the first author's name and follow it by "et al." then include year of publication.
- Only write "et al." when there is more than one author.
 - Example: Kernis et al. (1993) suggest...
 - Example: (Kernis et al., 1993)

Citing multiple works with same author names

- Avoid confusion by including more author names in your citation.
 - Jones, Smith, Liu, Huang, and Kim (2020)
 - Jones, Smith, Ruiz, Wang, and Stanton (2020)
 - They would be cited in-text as follows to avoid ambiguity:
 - (Jones, Smith, Liu, et al., 2020)
 - (Jones, Smith, Ruiz, et al., 2020)

Citing an unknown author

- Cite a source by the title or the first two words in the citation. Books and report titles are italicized while titles of articles, chapters, and web pages are in quotation marks only in the in-text citation.
 - Example: A similar study was done of students learning to format research papers ("Using Citations," 2001).
 - In the rare case that "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Citing two or more works in the same citation

- Order alphabetically separated by a semi-colon.
 - Example: (Berndt, 2002; Harlow, 1983)



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APA Style 7th Edition - Citing

Citing an organization

- Cite the organization in the parenthetical citation the first time you cite the source.
 - Example: According to the American Psychological Association (2000),...
- Cite work from multiple organizations whose abbreviations are the same, do not use abbreviations (to avoid ambiguity).
 - Example First citation: (Mothers Against Drunk Driving [MADD], 2000)
 - Example Second citation: (MADD, 2000)

Citing multiple works by the same author in the same citation

- **Different Years:** Include author name once followed by publication dates. List in this order: no date, publication year, in-press citations.
 - Example: (Smith, n.d., 1995, 2002, in press)
- **Same Year:** use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.
 - Example: Research by Berndt (1981a) revealed strong correlations. However, a parallel study (Berndt, 1981b) resulted in inconclusive findings.

Citing authors with the same last name

- Include first initials with the last names
 - Example: (E. Johnson, 2001; L. Johnson, 1998)

Citing introductions, prefaces, forewords, and afterwords

- Include the author and publication year
 - Example: (Funk & Kolln, 1992)

Citing personal communication (interview, letter, e-mail, etc.)

- Include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.
 - Example: (E. Robbins, personal communication, January 4, 2001).
- Include the person's full name, nation or group, location, and any other relevant details before the "personal communication, date" part of the citation.
 - Example: (Caroline Jennings, Cherokee Nation, lives in Tulsa, Oklahoma, personal communication, October 2019)

Citing Legal References

- **Supreme Court:** Name v. Name, Volume # U.S. Page # (Year). URL
- **Circuit Court:** "Name v. Name, Volume # F. [or F.2d, F.3d] Page # (Court Year). URL
- **District Court:** Name v. Name, Volume # F. Supp. Page # (Court Year). URL
- **Executive Order:** Exec. Order No. #####, 3 C.F.R. Page # (Year). URL

more legal references citations on the Purdue owl link at the end of this packet

Citing other sources

- If you are citing a source that does not have a description, follow the general APA citation principles.

APA Style 7th Edition - References Page

Reference List

- This appears at the end of the paper to provide the cited information used in the written work. Each entry in the references list must be cited in the paper.

Format:

- Place the title "**References**" in bold at the center top of the page.
- **Double-spaced.**
- Indent each reference entry by *1/2 inch* (hanging indent).
- **Alphabetize** the entries in a list of last name first.
- Include authors last name followed by first name and middle name in initials. (middle names are not required).
 - Example: Jane Marie Smith would begin with "Smith, J. M."
- When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.

21 Authors or More:

- List all authors up to 19 names.
- For 21 or more authors, include the first 19, then an ellipsis - ... - followed by the last author's name.
- Example:

Author(s) of journal article – family name and initials for first 19 . . . Last Author family name, initial(s). (Year). Title of journal article. Journal name – italicised, Volume – italicised(Issue or number), Page number(s). DOI address OR Web address (if available)

References

Amet, Purus. (2021). *Et Ultrices Neque Ornare Aenean Euismod*. <https://www.malesuadafa.com/>

Felis, Imperdiet. (2019). *Tellus in Metus Vulputate eu Scelerisque*. [https://www.proin
fermentum.net/placerat](https://www.proin
fermentum.net/placerat)

Habitasse, Platea. (2017). *Tincidunt id Aliquet Risus Feugiat Auctor*. [https://www.cursus
saggitis.gov/pellentesque](https://www.cursus
saggitis.gov/pellentesque)

Libero, Justo. (2020). *Sit Amet Cursus sit Amet Dictum*. [https://www.malesuadafamesac
turpisegestas.com/dictum](https://www.malesuadafamesac
turpisegestas.com/dictum)

APA Style 7th Edition - Footnotes & Appendices

Footnotes

- Always consult with your instructor if you need to include Footnotes in your written work.
- Footnotes are supplementary details printed at the bottom of the page pertaining to a paper's content or copyright information.

Formatting

- Footnotes should be formatted in numerical order of appearance and do not require a space between the callout and superscripted number.
- Superscripted numerals should follow all punctuation with the exception of dashes and parentheses.
- For dashes and parentheses, place the footnote after the ending punctuation and before the dash or parentheses.

Since the Golden State Killer investigation—which unfolded over the course of four decades¹—law enforcement have employed data from consumer-driven genetic testing to solve other high-profile cases.² This critical information has contributed to several convictions and the closure of cold cases (including the identification of murder victim Marcia King and the

³ Footnotes should be formatted in numerical order of appearance and do not require a space between the callout and superscripted number

⁴ Superscripted numerals should follow all punctuation with the exception of dashes and parentheses

⁵ For dashes and parentheses, place the footnote after the ending punctuation and before the dash or parentheses

Appendices

- Appendix is included when supplementary content is introduced in a written work. It introduces research materials, specific details of a study, or participant demographics.

Formatting

- Create a new page and title it as "**Appendix**" at the top of the page, centered, and bold. If there are multiple appendices, label each with a capital letter such as "**Appendix B**".
- All appendices should follow references, footnotes, and any tables or figures included at the end of the document.
- They should be in paragraph style and include text, figures, tables, equations, or footnotes.
- label each table in the order of appearance with a letter corresponding to the page and a number such as "**Table B1**" for "**Appendix B**".
- If there is only **one appendix in the document**, the visuals should still be labelled with the letter A and a number to differentiate them from those contained in the paper itself (for example, "Figure A3" is the third figure in the singular appendix, which is not labelled with a letter in the heading).
- If Appendix B **only includes a figure**, the figure should be labelled "Appendix B" rather than "Figure B1", as it would be named if there were multiple figures included.
- If an appendix **does not contain text** but includes numerous figures or table, the appendix should be formatted like a text appendix. The appendix would receive a name and label, and each figure or table would be given a corresponding letter and number. For example, if Appendix C contains two tables and one figure, these visuals would be labelled "Table C1", "Table C2", and "Figure C1" respectively.



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References

This packet is adapted from the information from Purdue Owl and the American Psychological Association.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Purdue Owl Writing Lab. (2022). *APA Formatting and Style Guide (7th edition)*. Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Purdue Owl Writing Lab. (2022). *APA Legal References*. Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_legal%20references%20.html