

APA Style 7th Guide
APSU Writing Center Handout

Formatting

Margins: 1-inch margins on all sides.

Font: Times New Roman, 12 pt.

Double-space the main text of the paper.

Single-space block quotations.

Page Numbers: Include only the page number, flush right, in the header of each page.

APA Style Paper Order

Title Page

Abstract (if needed)

Main Body

References

APA Headings

APA Style uses five levels of headings to organize sections of paper. These levels help readers understand the structure and flow of their writing.

If your paper has multiple sections and subsections, use the heading levels according to their hierarchy: Level 1 for main sections, Level 2 for subsections. Level 3 (and beyond) for subsections of subsections.

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.***

Title Page Formatting

Insert a header with the page number flush right.

Center the title about one-third of the way down the page.

Below the title, include your name, class information, professor's name, and date.

For a subtitle, end the main title with a colon and place the subtitle on the line below.

Double-space all lines on the title page.

Order of Information on Title Page

Page Number (in header, flush right)

Title

Subtitle (if applicable)

Full Name

Class Information

Professor's Name

Date

In-text Citations

When you use ideas or words from another source, you must include an in-text citation to avoid plagiarism. The format differs slightly depending on whether you're paraphrasing or quoting directly.

Paraphrasing

Include the author's last name and the year of publication.

- **Example:** (Johnston, 2023)

Direct Quotations

Include the author's last name, year of publication, and page number:

Use "p." for a single page

Use "pp." and an en dash (–) for page ranges

- **Example:** (Jones, 1998, p. 199)
- **Example:** (Jones, 1998, pp. 199–201)

No Page Numbers

If no page numbers are available, cite another logical element (e.g., paragraph, chapter, section, or table number).

- **Example:** A meta-analysis of available literature (Jones, 1998) revealed inconsistency across large-scale studies of student learning (Table 3).

Reference List

Include one complete reference for each cited source on the References page.

Capitalize proper nouns, author names, and initials.

For titles, capitalize only the first word and any proper nouns.

- **Example:** *Writing new media.*

Short Quotations

Always include the author's last name, year, and page number. This information can appear together or separately in the sentence.

- **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

For quotations of 40 words or more:

- Start a new line and indent ½ inch from the left margin (like a new paragraph).
- Type the entire quotation without quotation marks.
- Double-space the block quote, but do not add extra blank lines before or after it.

Journal Article

In-Text Citation: (Author Last Name, Year)

- **Example:** (Grady, 2019)

Reference Format: Author, A. A. (Year). Title of the article. Title of the Journal, volume number(issue number), page range. DOI or URL

- **Example:** Grady, J. S. (2019). Emotions in storybooks. *Psychology of Popular Media Culture*, 8(3), 207–217

References

This appears at the end of the paper and provides full citation information for all sources cited in the text. Each entry in the reference list must correspond to at least one in-text citation.

Format

Title: References (bold, centered at the top of the page).

Spacing: Double-space all entries.

Indentation: Use a ½-inch hanging indent for each entry.

Order: Alphabetize entries by the first author's last name.

Capitalization: Capitalize only the first word of the title, the first word after a colon or dash, and proper nouns.

Italics: Italicize titles of longer works (e.g., books, journals, reports, newspapers)

Do not italicize or use quotation marks for shorter works (e.g., journal articles, book chapters, essays)

Book

In Text Format: (Author Last Name, Year)

- **Example:** (Stoneman, 2008)

Reference Format: Author Last Name, First Initial. (Year). *Title of book: Capital letter also for subtitle*. Publisher. DOI or URL.

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

Book by Two or More Authors

In Text Format: (Author Last Name 1 & Author Last Name 2, Year)

- **Example:** (Dawson & Lucas, 1993, p. 67).

Reference Format: Surname, A., & Surname, A. (Copyright date). Title: Subtitle (edition number if applicable). Publisher.

- **Example:** Dawson, J., & Lucas, R. (1993). Lifestyles of New Zealand forest plants (4th ed.). Victoria University Press.

Book with Three or More Authors

In Text Format: (First Author Last Name, Year, p. Page Number).

- **Example:** (Stillings et al., 1995, p. 67).

Reference Format: Surname, A., & Surname, A. (Copyright date). Title: Subtitle case (edition number if applicable). Publisher.

- **Example:** Stillings, N. A., Weisler, S. E., Chase, C. H., Feinstein, M. H., Garfield, J. L., & Rissland, E. L. (1995). Cognitive science: An introduction (2nd ed.). The MIT Press.

eBook

In Text Format: (Author Last Name, Publication Year, p. Page Number)

- **Example:** (Borras, 2016, p. 65).

Reference Format: Author, A. (Date). *Title of eBook*. Name of Publisher.

<https://doi.org/123.456.789>

- **Example:** Borrás, I. (2016). *Adult learning for self and relational growth (ALG): An integrative developmental model*. Sense Publishers. <https://doi.org/10.1007/978-94-6300-417-6>

Website

In Text Format: (Author Last Name, Publication Year)

- **Example:** (Bologna, 2019)

Reference Format: Author(s). (Year, if available). *Title of the webpage*. Website Name. URL

- **Example:** Bologna, C. (2019, October 31). *Why do some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d277587e4b02a5a5d57b59e

Musical Score

In Text Format: (Composer Last Name & Librettist Last Name, Publication Year).

- **Example:** (Picker & McClatchy, 1995).

Reference Format: Composer Last Name, First Initial. (Year). *Title of Score* [Musical score].

Publisher.

- **Example:** Picker, T., & McClatchy, J. D. (1995). *Emmeline: An opera in two acts* [Study score]. Schott Music.

References

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

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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.
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