

American Psychological Association (APA) 7th Edition Style Guide

General Guidelines:

- All papers should be typed with all content double-spaced and 1-inch margins on all sides.
- Number all pages consecutively with page numbers positioned in the upper-right corner of the page. Numbering begins on the title page; it should be page 1.
- The 7th edition of APA does not specify a specific font to be used, but fonts must be accessible and legible to all readers. It is recommended that students use either Times New Roman or Calibri 12-point font.
- APA utilizes in-line citations rather than footnotes, but all resources used within the body of the paper must be properly cited and all resources referenced must be included on the “References” page. See below for citation examples for different resources.
- While many citation generators are available to students, it is recommended that students do endeavor to become independently proficient with APA-style formatting as citation generators are not always accurate.
- Students should follow instructor guidelines for expectations for running headers and abstracts. All assignments should include a title page. See below for a sample title page.

Title of Your Paper Capitalized Headline Style:

Subtitle of Your Paper if Applicable

Your Name

Department of [Degree Program], Urshan College

Course Number: Course Name

Professor's Name

Assignment Due Date

Abstract

If your professor requires an abstract, it should be formatted like this. The word “Abstract” should be centered on the page and in bold text. The abstract itself should be left-aligned, not indented, and double-spaced. An abstract should be a single paragraph of no more than 250 words that details the main points of your paper. The Abstract page should be numbered consecutively as with the title page.

Headings and Subheadings

Level-One Heading

A level-one heading is centered on the page with bold text and should be capitalized headline style. The following text is formatted as a new paragraph. All text remains double-spaced.

Level-Two Heading

A level-two subheading should be left-aligned on the page with bold text and should be capitalized headline style. As with a level-one heading, the following text is formatted as a new paragraph and all text remains double-spaced.

Level-Three Heading

A level-three subheading follows the same conventions as a level-two heading, with the only exception being that the header text is italicized in a level-three heading. The following text is a new paragraph and double-spacing is maintained.

Level-Four Heading. Headings beyond level three are uncommon but have specific requirements. A level-four subheading is indented like a new paragraph, the text is bold and capitalized headline style. A period should be placed at the end of the heading and the paragraph text begins immediately following the heading on the same line of text.

Level-Five Heading. Similar to how level three mimics level two (with the only difference being that the header text is italicized), level five subheadings are formatted the same as level four. The header text should be italicized and then section text begins on the same line in normal text.

References and Citations

References and citations in APA formatting occur in-line in the text. The author's last name(s) and year of publication are required for all reference citations. Citations can take several forms:

- As Johnson and Smith (2018) point out, proper APA formatting is important for good research.
- Researchers indicate the importance of proper APA formatting in good research (Johnson & Smith, 2018).

While it is rare to use direct quotations in APA-styled writing, specific formatting requirements apply:

- Researchers have asserted, “The centrality of proper APA formatting to effective collegiate research cannot be overstated” (Johnson & Smith, 2018, p. 42).
- As Johnson and Smith (2018) rightly note, “The centrality of proper APA formatting to effective collegiate research cannot be overstated” (p. 42) [if a quotation is on more than one page, use “pp. 42-43”].

In some cases, multiple authors may be cited within the same point:

- Johnson and Smith (2018) and Williams (2022) have noted the importance of proper APA formatting.
- The importance of developing strong APA formatting skills features in research by various scholars (Johnson & Smith, 2018; Williams, 2022).

Resources with three or more authors or contributors should be formatted using the “et al.” convention. All authors’ names should be included in the reference page.

- Watkins et al. (2021) further explore the importance of APA formatting in college success.
- A link between APA formatting and college success is apparent (Watkins et al., 2021).

References

References should always be ordered in alphabetical order by author's (or first author's if there is more than one) last name. Only the author's last name should be spelled out; first and middle initials should be used. Entries should be double-spaced with double-spacing between entries and should use a hanging indent. In titles of books and articles, only the first word of the title and subtitle (if applicable) should be capitalized; proper nouns are an exception to this. Titles of Academic Journal should be capitalized headline-style. Below are samples for some commonly encountered types of resources.

Book

Author, A. B. (Year). *Title of book: Subtitle of book*. Publisher.

Book with Multiple Authors

Author, A. B., Author, B. C., & Author, C. D. (Year). *Title of book about Abraham Lincoln: Subtitle of the book*. Publisher.

New Editions

Author, A. B. (Year). *Title of book: Subtitle of book* (2nd ed.). Publisher.

Edited Book with No Author

Editor, E. F. (Ed.). (Year). *Title of the book: Subtitle if applicable*. Publisher.

Article in an Edited Volume

Author, A. B. (1999). Title of article. In Editor, E. F. (ed.), *Title of the actual book* (pp. Page Range). Publisher.

Resource by Organization

Urshan College. (2022). *The importance of APA formatting*. Urshan Press.

Journal Article

Author, A. B. (Year). Title of journal article in straight text. *Title of Journal in Italics, Volume*

Number(Issue Number), Page Range. DOI or URL if accessed online.

Online Article

Author, A. B. (Year, Month Date). Title of article. *Name of Website or Online Journal*

Publishing. URL.