

APA 7th Edition Quick Reference Guide

PAPER FORMAT

Margins: 1 inch on all sides

Font: Readable font throughout (Times New Roman 12pt, Arial 11pt, Calibri 11pt, Georgia 11pt, or Lucida Sans Unicode 10pt)

Line Spacing: Double-space entire paper, including title page, abstract, body, and references

Paragraph Indentation: Indent first line of each paragraph 0.5 inches

Page Numbers: Top right corner of every page, including title page

Alignment: Left-align text (ragged right margin)

PAPER STRUCTURE

Title Page (Page 1)

- Title (bold, centered, middle of page)
- Author name(s)
- Institutional affiliation
- Course number and name
- Instructor name
- Assignment due date
- Page number (top right)

Abstract (Page 2) - If required

- Heading “Abstract” (bold, centered)
- 150-250 words
- Single paragraph, not indented
- Keywords (optional): Indented, italicized “Keywords:” followed by 3-5 keywords

Body (Page 3 onward)

- Title (bold, centered at top)
- Introduction (no heading needed)
- Main sections with appropriate headings

References (New page)

- Heading “References” (bold, centered)
- Hanging indent (0.5 inches)
- Alphabetical order by author surname

- Double-spaced

HEADINGS

Level 1: Centered, Bold, Title Case **Level 2:** Flush Left, Bold, Title Case
Level 3: Flush Left, Bold Italic, Title Case **Level 4:** Indented, Bold, Title Case, Ending With a Period. Text begins on same line. **Level 5:** Indented, Bold Italic, Title Case, Ending With a Period. Text begins on same line.

IN-TEXT CITATIONS

Parenthetical Citations

One author: (Smith, 2020)

Two authors: (Smith & Jones, 2020)

Three or more authors: (Smith et al., 2020)

Group author (first citation): (American Psychological Association [APA], 2020)

Group author (subsequent): (APA, 2020)

No author: ("Title of Work," 2020) or (Title of Work, 2020) for long titles

No date: (Smith, n.d.)

Direct quote: (Smith, 2020, p. 15) or (Smith, 2020, pp. 15-16)

Multiple works: (Jones, 2019; Smith, 2020)

Narrative Citations

One author: Smith (2020) found...

Two authors: Smith and Jones (2020) discovered...

Three or more: Smith et al. (2020) reported...

Direct quote: Smith (2020) stated, "quote" (p. 15).

REFERENCE LIST ENTRIES

Books

Basic format: Author, A. A., & Author, B. B. (Year). *Title of book: Subtitle* (Edition). Publisher.

Example: Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.

Edited book: Editor, A. A. (Ed.). (Year). *Title of book*. Publisher.

Chapter in edited book: Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. xx-xx). Publisher.

Journal Articles

Basic format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, *Volume*(Issue), page range. <https://doi.org/xxxxx>

Example: Smith, J. D. (2020). The effects of mindfulness meditation. *Journal of Psychology*, 45(3), 234-256. <https://doi.org/10.1037/xxxxx>

Article without DOI: Include URL if accessed online

8+ authors: Include first 19 authors, then ellipsis (...), then final author

Websites

Webpage with author: Author, A. A. (Year, Month Day). *Title of webpage*. Site Name. URL

Webpage without author: *Title of webpage*. (Year, Month Day). Site Name. URL

Webpage without date: Author, A. A. (n.d.). *Title of webpage*. Site Name. URL

Other Sources

Newspaper article: Author, A. A. (Year, Month Day). Title of article. *Newspaper Name*. URL

Magazine article: Author, A. A. (Year, Month Day). Title of article. *Magazine Name*. URL

YouTube video: Author, A. A. [Username]. (Year, Month Day). *Title of video* [Video]. YouTube. URL

Podcast: Host, A. A. (Host). (Year, Month Day). Episode title (No. episode number) [Audio podcast episode]. In *Podcast name*. Production Company. URL

Social media post: Author, A. A. [@username]. (Year, Month Day). First 20 words of post [Description of audiovisuals]. Platform. URL

Conference paper: Presenter, A. A. (Year, Month Day-Day). *Title of contribution*. Conference Name, Location. URL

Dissertation/Thesis: Author, A. A. (Year). *Title of dissertation* [Doctoral dissertation, Institution Name]. Database or Archive. URL

Government report: Agency Name. (Year). *Title of report* (Report No. xxx). URL

Dataset: Author, A. A. (Year). *Title of dataset* (Version number) [Data set]. Publisher. <https://doi.org/xxxxx>

TABLES AND FIGURES

Tables

Numbering: Number consecutively (Table 1, Table 2)

Title: Italic, below table number

Format: - Table number (bold) - Table title (italic, title case) - Table body - Note (if needed): *Note*. Explanation of table content

Figures

Numbering: Number consecutively (Figure 1, Figure 2)

Title: Italic, below figure number

Format: - Figure number (bold) - Figure title (italic, title case) - Figure image - Note (if needed): *Note*. Explanation of figure

ABBREVIATIONS

First use: Full term followed by abbreviation in parentheses Example: American Psychological Association (APA)

Subsequent uses: Use abbreviation only (APA)

Latin abbreviations (use only in parentheses): - e.g., (for example) - i.e., (that is) - etc. (and so forth) - vs. (versus) - et al. (and others)

In narrative text: Use English equivalents (for example, that is)

NUMBERS

Use numerals for: - Numbers 10 and above - Numbers below 10 used with units of measurement (5 cm, 3 years) - Numbers in the abstract - Statistical or mathematical functions - Numbers that precede a unit of time (3-year-olds) - Exact sums of money (\$5) - Numerals as numerals (the number 7)

Use words for: - Numbers below 10 not described above - Numbers that begin a sentence - Common fractions (one third) - Universally accepted phrases (Twelve Apostles)

PUNCTUATION WITH CITATIONS

Comma: Separate author and year (Smith, 2020)

Ampersand (&): Use in parenthetical citations (Smith & Jones, 2020)

“And”: Use in narrative citations: Smith and Jones (2020)

Semicolon: Separate multiple citations (Jones, 2019; Smith, 2020)

Period: Place after parenthetical citation at end of sentence.

Exception: Direct quotes - period comes after citation (Smith, 2020, p. 5).

COMMON MISTAKES TO AVOID

1. Using running head on student papers (no longer required)
 2. Using “Retrieved from” before URLs (only needed if date-sensitive content)
 3. Incorrect hanging indent in references
 4. Missing DOI or URL in references
 5. Inconsistent heading levels
 6. Single-spacing references
 7. Using footnotes for citations (use in-text citations)
 8. Not capitalizing proper nouns in article/chapter titles
 9. Italicizing journal article titles (only journal name should be italicized)
 10. Including database name in reference (not needed unless work is difficult to locate)
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HELPFUL RESOURCES

Official APA Resources: - APA Style website: <https://apastyle.apa.org> - APA Style blog for updates and clarifications

Citation Tools: - Many universities provide citation generators - Always verify automated citations for accuracy

When in Doubt: - Consult the *Publication Manual of the American Psychological Association* (7th ed.) - Ask your instructor for clarification on specific requirements

This quick reference guide covers the most common APA 7th Edition guidelines for student papers. For comprehensive coverage, consult the official Publication Manual.

Last updated: Based on APA 7th Edition (2020)