

APA 7th Edition Cheat Sheet

Quick Reference Guide for Students

BASIC PAPER FORMAT

Font & Size: - Times New Roman 12pt (preferred) - OR Arial 11pt, Calibri 11pt, Georgia 11pt

Margins: - 1 inch on all sides (top, bottom, left, right)

Spacing: - Double-space EVERYTHING - No extra spaces between paragraphs - No extra spaces after headings

Alignment: - Left-aligned (except title page and centered headings) - Ragged right edge (don't justify)

Indentation: - First line of paragraphs: 0.5 inch - Exception: Abstract (no indent) - Hanging indent for References: 0.5 inch

Page Numbers: - Top right corner of every page - Start with 1 on title page - Use Arabic numerals (1, 2, 3...)

Running Head: - NOT required for student papers in APA 7

TITLE PAGE FORMAT

Elements (in this order, centered):

1. Paper title (bold, centered, upper half of page)
2. Blank line
3. Your name
4. Department, Institution Name
5. Course Number and Name
6. Instructor Name
7. Due Date (Month Day, Year)

Title Guidelines: - Bold and centered - Title Case (capitalize major words) - Can be split across 2 lines if long - No period at end

Example:

The Impact of Social Media on Adolescent Mental Health

Jane Smith
Department of Psychology, State University
PSY 301: Research Methods
Dr. John Williams
April 15, 2024

ABSTRACT PAGE

Format: - "Abstract" heading: Centered, bold - 150-250 words - Single paragraph (no indent) - On its own page (page 2)

Keywords: - Listed below abstract - “Keywords:” italicized - 3-5 keywords, lowercase, separated by commas - Example: Keywords: social media, anxiety, adolescents, mental health

HEADINGS (5 LEVELS)

Level 1: Centered, Bold, Title Case

Method

Level 2: Flush Left, Bold, Title Case

Participants

Level 3: Flush Left, Bold Italic, Title Case

Sampling Procedures

Level 4: Indented, Bold, Title Case, Ending with Period. Text continues on same line.

Inclusion criteria. Text starts here...

Level 5: Indented, Bold Italic, Title Case, Ending with Period. Text continues on same line.

Statistical analysis. Text starts here...

Rules: - Use headings in order (don’t skip levels) - Don’t use Level 1 for Introduction (just start text or use no heading) - Most papers use Levels 1-3 only

IN-TEXT CITATIONS

BASIC FORMATS

One Author: - (Smith, 2024) - Smith (2024) found that...

Two Authors: - (Smith & Jones, 2024) - Smith and Jones (2024) found... - Use “&” in parentheses, “and” in text

Three or More Authors: - (Smith et al., 2024) - Smith et al. (2024) found... - Use “et al.” from first citation

Organization/Group Author: - First citation: (American Psychological Association [APA], 2024) - Subsequent: (APA, 2024)

No Author: - Use title in place of author - (“Title of Article,” 2024) - Shorten long titles

No Date: - (Smith, n.d.)

DIRECT QUOTES

Short Quotes (under 40 words):

The author stated, “Anxiety levels increased” (Smith, 2024, p. 15).

OR

Smith (2024) stated, “Anxiety levels increased” (p. 15).

Long Quotes (40+ words): - Start on new line - Indent entire quote 0.5 inch - No quotation marks - Citation after final period

Research demonstrates the following:
Mindfulness interventions have shown consistent effectiveness across multiple studies. The effect sizes suggest moderate to large impacts on anxiety reduction. (Smith, 2024, p. 23)

Quote Guidelines: - Always include page number (p. or pp.) - For online sources without pages: use para. number or section heading

MULTIPLE SOURCES

Multiple works in one citation: - Alphabetical order, separated by semicolon - (Jones, 2023; Smith, 2024; Williams, 2022)

Multiple works by same author: - (Smith, 2023, 2024) - If same year: (Smith, 2024a, 2024b)

SECONDARY SOURCES

When citing a source you found in another source: - Smith (as cited in Jones, 2024) - Avoid when possible - find original

REFERENCES PAGE

BASIC FORMAT

Page Setup: - “References” heading: Centered, bold - New page after essay ends - Double-spaced throughout - Hanging indent (0.5 inch) - Alphabetical by author last name

General Pattern:

Author, A. A., & Author, B. B. (Year). Title in sentence case.
Source information in specific format.

AUTHOR FORMATS

One author:

Smith, J. A. (2024).

Two authors:

Smith, J. A., & Jones, M. B. (2024).

Three to 20 authors:

 - List all authors

Smith, J., Jones, M., Williams, K., & Brown, L. (2024).

21+ authors:

 - List first 19, then “...”, then final author

Smith, J., Jones, M., Williams, K., Brown, L., Davis, R.,
Miller, T., Wilson, S., Moore, P., Taylor, C.,
Anderson, H., Thomas, J., Jackson, R., White, N.,
Harris, E., Martin, D., Thompson, K., Garcia, A.,
Martinez, B., Robinson, C., ... Lee, Z. (2024).

Organization/Group author:

American Psychological Association. (2024).

No author:

 - Start with title

Title of work. (2024).

JOURNAL ARTICLES

With DOI (preferred):

Author, A. A., & Author, B. B. (Year). Article title in sentence case. Journal Title in Title Case, volume(issue), page-page. <https://doi.org/xx.xxxx>

Example:

Smith, J. A., & Jones, M. B. (2024). The effects of mindfulness on anxiety. Journal of Psychology, 45(2), 123-145. <https://doi.org/10.1037/xxxxx>

Without DOI, with URL:

Smith, J. A. (2024). Article title. Journal Title, 45(2), 123-145. <https://www.journalwebsite.com>

Online-only journal (article number):

Smith, J. A. (2024). Article title. Journal Title, 45, Article 12345. <https://doi.org/xx.xxxx>

BOOKS

Basic book format:

Author, A. A. (Year). Book title in sentence case and italics. Publisher Name.

Example:

Brown, K. W. (2024). Mindfulness in education. Oxford University Press.

Edited book:

Editor, A. A., & Editor, B. B. (Eds.). (Year). Book title. Publisher.

Book chapter:

Author, A. A. (Year). Chapter title. In E. E. Editor (Ed.), Book title (pp. xx-xx). Publisher.

E-book (with DOI or URL):

Author, A. A. (Year). Book title. Publisher. <https://doi.org/xxxxx>

WEBSITES

Webpage with author and date:

Author, A. A. (Year, Month Day). Page title. Site Name. <https://www.url.com>

Webpage with organization author:

Organization Name. (Year, Month Day). Page title. <https://www.url.com>

Example:

National Institute of Mental Health. (2024, March 15). Anxiety disorders. <https://www.nimh.nih.gov/health/topics/anxiety-disorders>

No date:

Author, A. A. (n.d.). Page title. Site Name. Retrieved Month Day, Year, from <https://www.url.com>

No author, no date:

Page title. (n.d.). Site Name. Retrieved Month Day, Year, from <https://www.url.com>

OTHER SOURCES

Magazine article:

Author, A. A. (Year, Month Day). Article title. Magazine Name, volume(issue), page-page.

Newspaper article:

Author, A. A. (Year, Month Day). Article title. Newspaper Name. <https://www.url.com>

Blog post:

Author, A. A. (Year, Month Day). Post title. Blog Name. <https://www.url.com>

YouTube video:

Channel Name. (Year, Month Day). Video title [Video]. YouTube. <https://www.youtube.com/watch?v=xxxxx>

Podcast episode:

Host, A. A. (Host). (Year, Month Day). Episode title (No. episode number) [Audio podcast episode]. In Podcast name. Production Company. <https://www.url.com>

Social media:

Author [@username]. (Year, Month Day). First 20 words of post [Type of post]. Platform Name. <https://www.url.com/post>

Film/Movie:

Director, A. A. (Director). (Year). Film title [Film]. Studio Name.

Dissertation:

Author, A. A. (Year). Title [Doctoral dissertation, University Name]. Database Name. <https://www.url.com>

NUMBERS

Write out: - Zero through nine (except measurements) - Common fractions (one-half) - Beginning of sentence (or restructure)

Use numerals for: - 10 and above - All measurements (ages, times, dates, money, percentages) - Statistical values - Scores and points

Examples: - “five participants” but “12 participants” - “3 years old” (measurement) - “the study lasted 2 hours” - “15% of students”

STATISTICS

Formatting rules: - Italicize statistical symbols: M, SD, t, F, p, d, N, n, χ^2 - Include spaces around equals signs: $M = 4.56$ - Report exact p values: $p = .023$ (not $p < .05$) - Use two decimal places for most statistics

Leading zeros: - Omit for numbers that CANNOT exceed 1.0 - $p = .03$ (not $p = 0.03$) - $r = .45$ (not $r = 0.45$) - Keep for numbers that CAN exceed 1.0 - $M = 0.85$ - $SD = 0.23$

Common statistics format: - $t(\text{degrees of freedom}) = \text{value}$, $p = \text{value}$ - $F(df1, df2) = \text{value}$, $p = \text{value}$ - Cohen's $d = \text{value}$ - 95% CI [lower, upper]

Examples:

$t(48) = 3.45$, $p = .001$, $d = 0.68$
 $F(2, 47) = 5.67$, $p = .006$
 $M = 23.45$ ($SD = 4.32$)
95% CI [1.23, 4.56]

ABBREVIATIONS

First use: - Write out full term - Put abbreviation in parentheses - Example: “generalized anxiety disorder (GAD)”

Subsequent uses: - Use abbreviation only - Example: “GAD symptoms”

Latin abbreviations: - Use only in parentheses: e.g., i.e., etc., vs. - In text, write out: “for example,” “that is,” “and so forth”

Common abbreviations that don't need definition: - IQ, REM, HIV, AIDS, US (as adjective)

TABLES AND FIGURES

Table format: - Table number (bold): Table 1 - Table title (italics, title case): below number - Table body: simple, clear lines - Table note: below table (optional)

Figure format: - Figure number (bold): Figure 1 - Figure title (italics, title case): below figure - Figure note: below title (optional)

Placement: - After first mention in text - OR in appendix - Each on its own page

In-text reference: - “as shown in Table 1” - “(see Figure 2)”

COMMON ERRORS TO AVOID

☐ Using running head (not needed for students in APA 7) ☐ Adding extra spaces between paragraphs ☐ Not indenting paragraphs (except abstract) ☐ Forgetting to bold headings ☐ Using “et al.” with period (it's “et al.” WITH period) ☐ Writing “and” in parenthetical citations (use &) ☐ Including “Retrieved from” for stable URLs ☐ Not italicizing journal volume numbers ☐ Forgetting page numbers for direct quotes ☐ Not using hanging indent in References ☐ Capitalizing words in titles (use sentence case) ☐ Including database names in references (unless unusual)

QUICK TIPS

✓ **Consistency is key** - Pick a format and stick to it ✓ **Proofread** - Check every citation has a reference ✓ **Use template** - Set up formatting once, reuse ✓ **Citation manager** - Consider Zotero, Mendeley (but verify) ✓ **Official guide** - When in doubt, check APA

manual ✓ **Ask instructor** - Some prefer variations ✓ **Double-check DOIs** - Must be working links

RESOURCES

Official APA Resources: - APA Style Website: apastyle.apa.org - APA Style Blog: apastyle.apa.org/blog - APA Publication Manual (7th ed.)

Citation Generators (verify output): - Zotero (free, open-source) - Mendeley (free) - EasyBib - Citation Machine

This is a quick reference only. Always consult the official APA Publication Manual (7th edition) for comprehensive guidelines.

PRINT THIS CHEAT SHEET AND KEEP IT HANDY WHILE WRITING!