APA 7th Edition Quick Guide

How do I format the paper?

- Use 1” margins.
- Double-space the entire paper.
- Provide a page number in top right corner of the header (#1 starts on title page).
- Do not include a running head of any kind on the title page or the essay (for a student paper).
- Include a title page, but also provide the title at the top of the first page of the text, centered and bold.

How do I format my title page?

Page one is a title page. Everything should be centered. Start with the title 3 or 4 double-spaced lines down the page. Include the following:
- Title (bold, all major words capitalized)
- [blank double-spaced line]
- Your name
- Affiliated Department, Institution
- Course #: Course Name
- Instructor Name
- Assignment Due Date

Note: this is the format for a student paper. There is a separate title page format for professional papers.

How do I structure my in-text citations?

The Three Key Elements of In-Text Citations:
1. The author’s last name Example: Jones
2. The year of publication Example: (2019)
3. The specific location Example: pp. 223-224

For direct quotes, the specific location is REQUIRED in your in-text citation.
For paraphrases and summaries the specific location is optional but encouraged in your in-text citation

Two Ways to Cite in the Text:
- Parenthetical - Provide the author, date, and (if applicable) specific location in a parenthetical at the end of the sentence.
  Example (paraphrase): Research shows that the more a stranger looks like us, the more likely we are to remember his or her face (Hertz, 2018, p. 34).
- Narrative - Incorporate the author into your text. Give the date in a parenthetical after the author’s name. Provide the specific location (if applicable) at the end of the sentence.
  Example (paraphrase): Hertz (2018) found that the more a stranger looks like us, the more likely we are to remember his or her face (p. 34).

How do I format my references page?

- Include a separate references page at the end of your paper
- Write “References” bold and center at the top
- List all sources used in your paper
- Order alphabetically
- Double-space
- Use hanging-indentation (indent every line but the 1st of each entry)
The Four Key Elements in Every Reference

1. Author – Who is responsible for this work?
2. Date – When was this work published?
3. Title – What is this work called?
4. Source - Where can I retrieve it?

Use periods BETWEEN each element. Use commas (or occasionally parentheses) to separate items WITHIN each element.

Book with One Author:

Book with Multiple Authors (up to 20 authors):


Journal Article:

Webpage:

What if some of these elements are missing?

<table>
<thead>
<tr>
<th>If this is missing,</th>
<th>then you should…</th>
<th>like this…</th>
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</thead>
<tbody>
<tr>
<td>author</td>
<td>Move the title up to the author’s place.</td>
<td><strong>In text:</strong> (First Impressions, 2013, p. 5).  <strong>In references:</strong> First Impressions. (2013). Norton.</td>
</tr>
<tr>
<td>date</td>
<td>Use “n.d” wherever you would use the date.</td>
<td><strong>In text:</strong> (Felkner, n.d., pp.9-11)  <strong>In references:</strong> Felkner, H. (n.d.). Epidemics in a globalized age. Harbor House.</td>
</tr>
</tbody>
</table>

Couldn’t find the answer here? Find out more apastyle.apa.org.