



This is a quick guide to the new APA formatting style for the 7<sup>th</sup> edition. The sites that help you to understand more in-depth formatting are:

- [APA Style](#)
- [OWL Purdue](#)

\*Examples for each formatting were taken from these sites.

## FORMATTING GUIDELINES

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**FONT**

- To improve accessibility, APA now accepts multiple fonts including **12-point Times New Roman**, **11-point Calibri**, **11-point Arial**, **11-point Georgia**, and **10-point Lucida Sans Unicode**.

**SPACING**

- **Double space all text** including your title page, headings, footnotes, and reference page.

**MARGINS**

- Leave a 1-inch margin on all sides of your document (**automatic in Word & Google Docs**).

**ALIGNMENT**

- Except for some headings and the title, the body of your text is aligned **flush left**.

**INDENTATION**

- Indent the first line of every paragraph by a half inch. You can use the tab key to do this.

**PAGE NUMBERS**

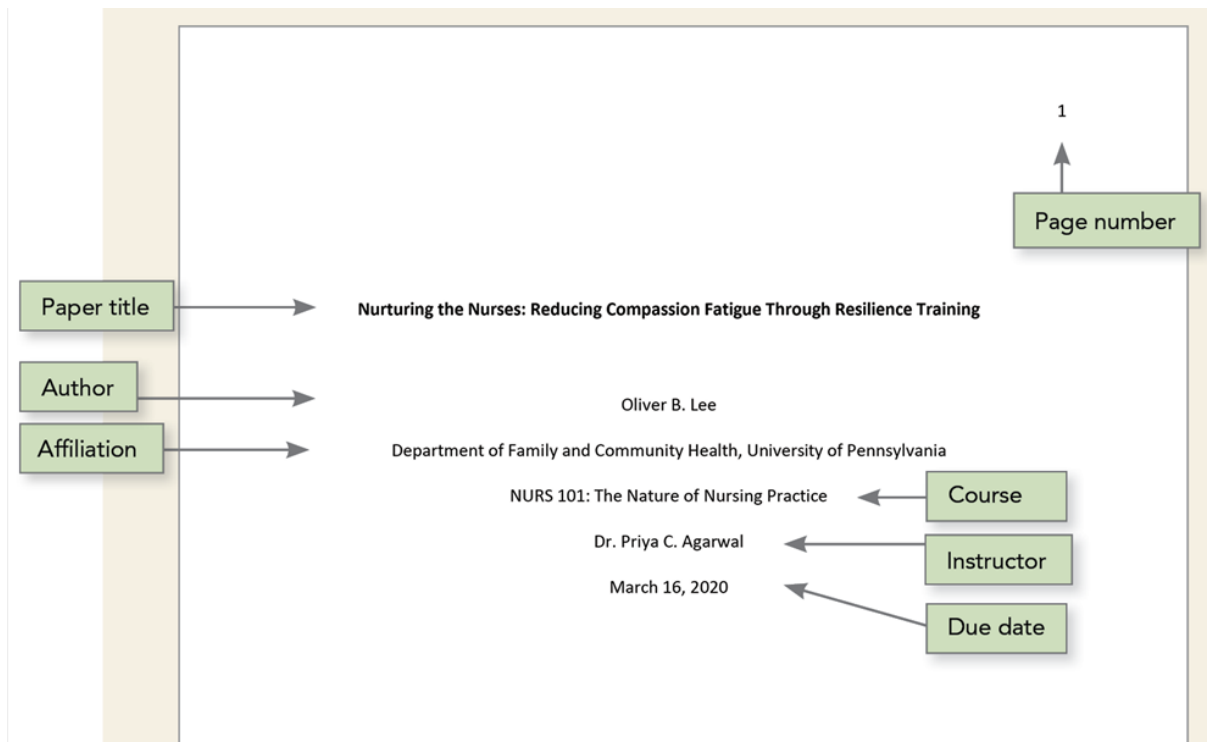
- Page numbers are inserted in the header and aligned flush right. The numbering begins with 1 on the title page and goes through to the end of your paper, including the Reference page.

**TITLE PAGE**

APA's latest update advises that **student title pages** include **seven** elements:

1. **A page number in the top right of the header.**
  - a. The following information should be centered vertically and positioned on the upper half of the page.
  - b. Begin **three or four** lines from the top margin.
2. **The full title of the paper** in **bold Title Case** followed by **one double spaced blank line**:
  - a. Capitalize the first word of the title or heading and of any subtitle or subheading.
  - b. Capitalize all "major" words, including the second part of hyphenated major words.
  - c. Capitalize all words of four letters or more.
  - d. Do not capitalize conjunctions (and, or, but), prepositions (in, on, by) or articles (a, an, the) unless they begin the title or are four or more letters long.
3. **The author or authors' full name(s).**
4. **The college** or institution attended (ex. Herkimer College, Syracuse University)
5. **The course number and name** as they appear in your syllabus (ex EN111 College Writing)
6. **The course instructor**, including preferred titles such as Dr. Elwood-Farber or Professor McClean.
7. **Due date** in month, date, and year format (remember to spell out the month)

\*Always look at your syllabus to make sure your professor is requiring this title page. They may have a different format that they want you to follow.

**SAMPLE OF TITLE PAGE FROM THE APA STYLE WEBSITE****NUMBERS**

Use numerals to express the following:

- Numbers above nine (22 people)
- Numbers that represent time, dates, ages, scores, specific sums of money, and points on a scale (3 years and 9 days)
- Numbers before a unit of measurement (\$15.50 or 14 months old)

Write out numbers Zero through nine.

**RUNNING HEAD**

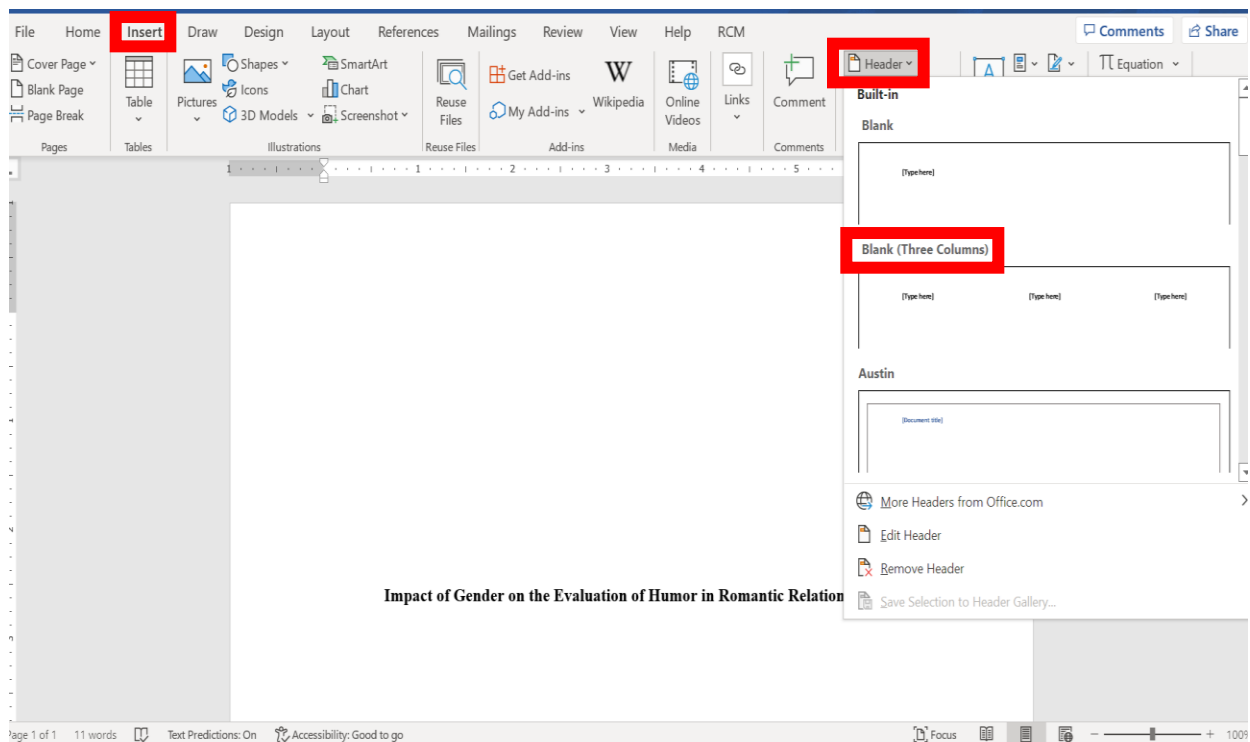
The newest version of APA citation shows that student papers do not need to include a running head. However, some instructors will require you to still use one (see your syllabus).

A running head consists of an abbreviated version of the paper's title typed in all CAPITAL LETTERS and aligned flush left. If your title is **less than 50 characters** (including spaces and punctuation), the full title can be used in the running head.

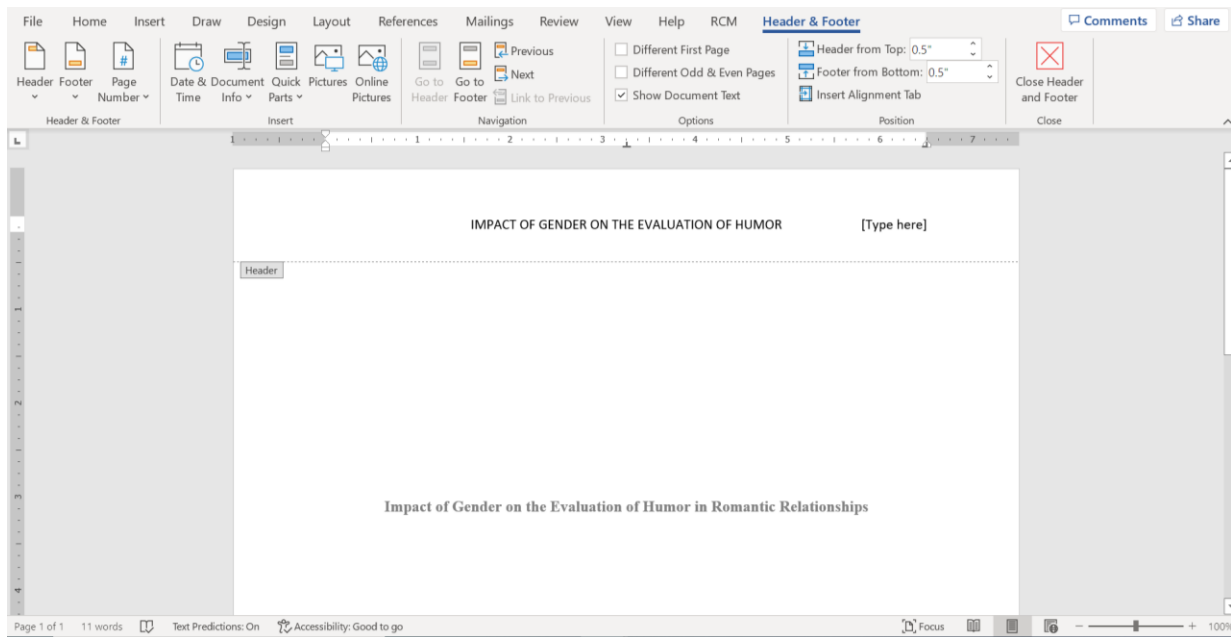
**APA no longer requires a running head to be used on the first page of your document.**

**HOW TO INSERT A RUNNING HEAD USING MICROSOFT WORD**

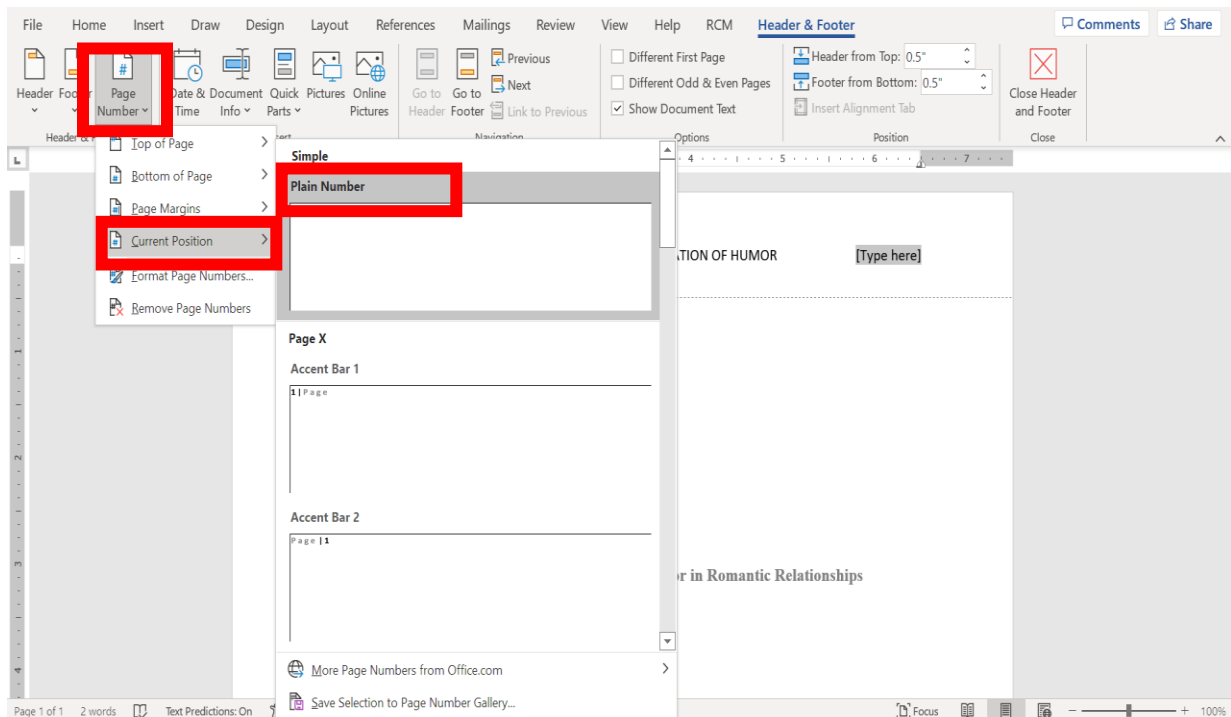
1. Use the **INSERT** function in Microsoft Word and click on **Header**.
  - a. In the drop-down list select the one with **Blank (Three Columns)**.



2. Click on the first **[Type here]** and press **DELETE**. This will get rid of the type box.
3. In the middle **[Type here]** type in your abbreviated (if less than 50 characters) or full title.

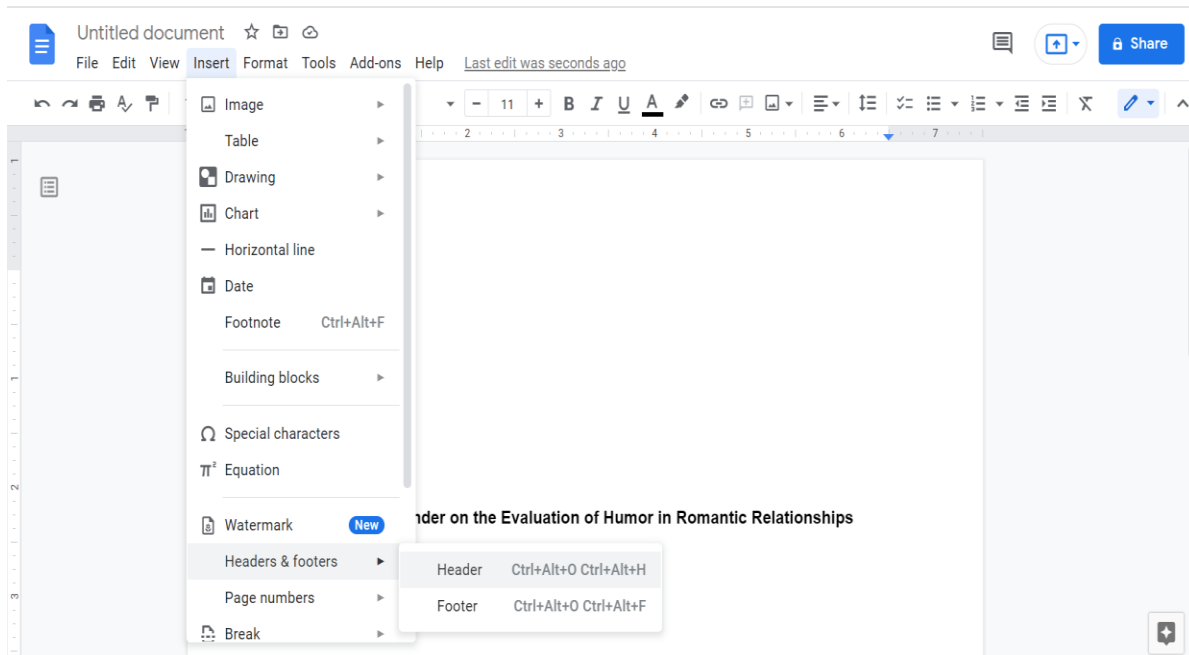


4. Click on the right **[Type here]** box and click on the **Page Numbers** drop down, then click on **Current Position**, and on the top choice.



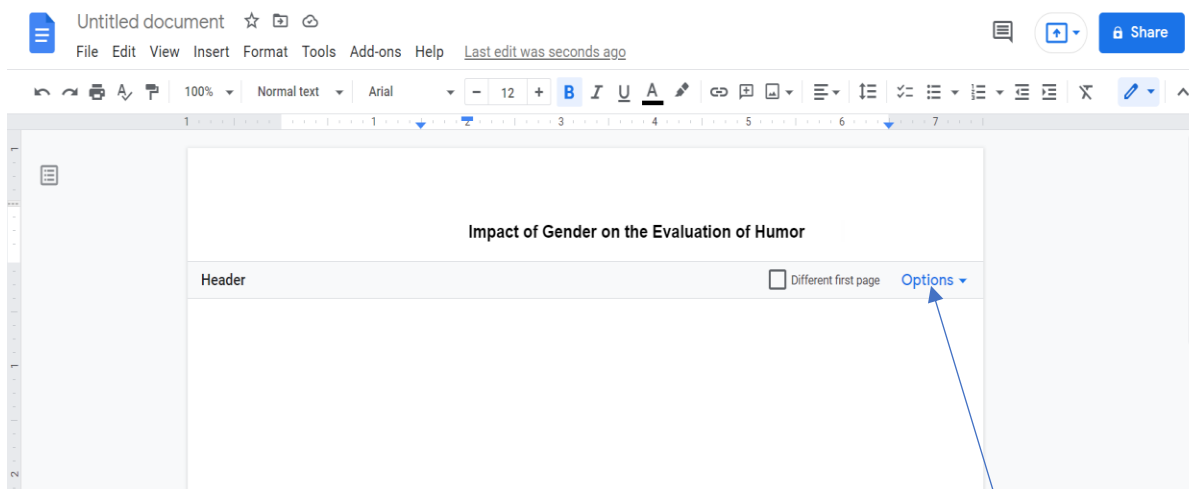
**HOW TO INSERT A RUNNING HEAD IN GOOGLE DOCS**

1. Use the **Insert** function in Google Docs and go down to **Header & footers**, then click on **Header**

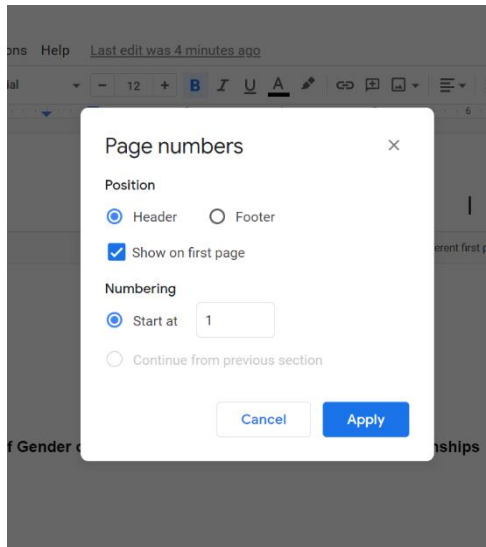


\*Note: You can also **Double Click** on the top of the document as well.

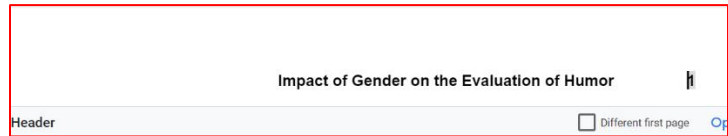
2. Type in your full title (if less than 50 characters) or abbreviated title. Then press **Tab 4xs** (until the title looks like it is in the center of the header).



3. Press **Tab** until your cursor is close to the end of the line. Then click on **Options**.



4. Under **Options**, click on **Page Numbers**.
5. Click on **Apply**.



## HEADINGS

APA recommends the use of **headings and subheadings** in order to organize your writing and enhance the readability of the text. They are not always used for all APA papers, so make sure you check with your professor to see if they are required.

According to the APA Style Guide Paper Setup, there are five different levels that you can use for headings. Below is their recommendation for structuring:

### Headings Format

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.

- **Alignment:** Center Level 1 headings. Left-align Level 2 and Level 3 headings. Indent Level 4 and Level 5 headings like a paragraph.
- **Font:** Boldface all headings. Also italicize Level 3 and Level 5 headings.
- **Tip:** Create heading styles using your word-processing program (built into Academic Writer, available for Word via [sample papers](#) on the APA Style website).

**ABSTRACT**

An abstract is a brief summary of a journal article or paper, kind of like a trailer for a movie. The abstract allows the reader to get an overview of the article without reading it in its entirety. Many student papers do not require an abstract, but make sure you check with your professor or syllabus to see if you need one.

The abstract is a single un-indented paragraph between 150 and 250 words and will be at the top of the page AFTER the title page. The heading will be **Abstract**.

**QUOTATIONS**

APA requires quotation of all word-for-word material. **All quoted material must be accompanied by an in-text citation.** Short quotes and long quotes are both styled differently and have different rules, but the citation remains the same.

**SHORT QUOTATIONS**

If the item you are quoting is **less than forty words**, then make it into a sentence. Make sure to put the item you are quoting has “at the beginning of the quote and at the end”. Place the in-text citation **at the end** of the sentence you are quoting and **before** the punctuation. See examples:

Mid-sentence:

Khantzian’s and Duncan’s theory, which presents addiction as “a self-regulation disorder wherein individuals self-medicate to manage their self-regulation issues” (Fletcher et al., 2011, p. 112) links drug use to a childhood history of neglect and abuse.

End of sentence:

Kim and Koh’s (2018) investigation into the relationship between smartphone obsession and self-esteem suggested that “individuals with low self-esteem may feel more anxious, and being anxious can increase one’s obsession with smartphone use” (p. 269).

**LONG QUOTATIONS**

Quotes of **forty or more words** are called **block quotations** and are formatted differently than their shorter counterparts. **When using block quotations follow the guidelines below:**

- Keep double spacing.
- Block quotations appear on a new line and are indented half an inch.
- Block quotations **do NOT make use of quotation marks.**
- Citation information is included **after** the final punctuation.
- Colons are frequently used when introducing a block quotation. They are not required.
- **USE BLOCK QUOTATIONS SPARINGLY.**



Example of a block quotation:

The distinction between spirituality and religiosity is further clarified by Miller and Thoresen:

Spirituality is more concerned with how an individual has a personal relationship to larger transcendent realities, such as the universe or God, whereas religiosity is more concerned with how an individual experiences a transcendent being and how this is expressed in a community or social organization. (1999, p. 6)

## TABLES & FIGURES

Tables and figures are supplement to text, refer in the text to all tables and figures used and explain what the reader should look for when using the table or figure. Focus only on the important point the reader should draw from them and leave the details for the reader to examine on their own.

**Tables** are made up of numbers and/or text arranged in rows and columns. **Figures** include photographs, maps, charts, graphs, diagrams, etc.

Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Abbreviations, terminology, and probability level values must be consistent across tables and figures in the same article. Likewise, formats, titles, and headings must be consistent. Do not repeat the same data in different tables.

**Table 1**

**Title**

Stub Heading	Column Spanner		Column Spanner	
	Column Heading	Column Heading	Column Heading	Column Heading
	Table Spanner			
Row 1	123	234 <sup>a</sup>	456	789
Row 2	123	987	543	876
	Table Spanner			
Row 3	432	567	543	908
Row 4	256	849	407 <sup>*</sup>	385

*Note.* This is a general note, referring to information about the entire table. Notes should be double spaced.

<sup>a</sup>Specific notes appear in a new paragraph; further specific notes follow in the same paragraph.

<sup>\*</sup>A probability note appears in a new paragraph.]

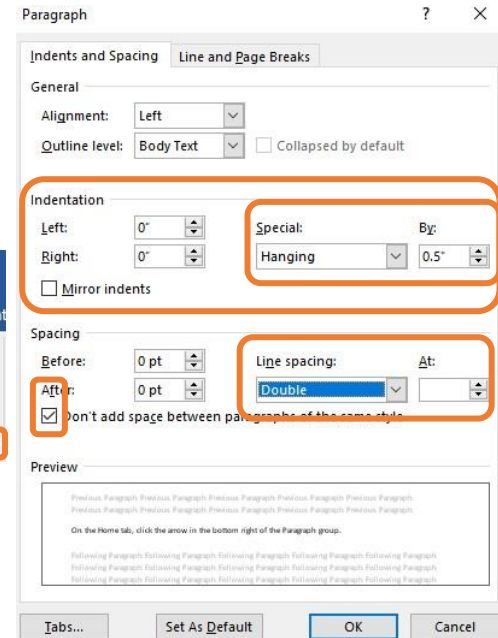
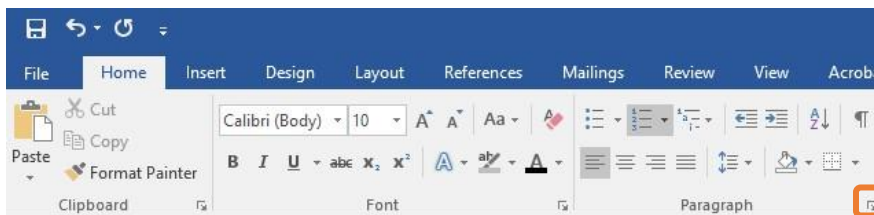
**REFERENCE PAGE**

APA requires a list of sources at the end of any paper. This list includes **all retrievable sources** used in the composition of the paper. The information on this list allows writers to credit sources and readers to find, evaluate, and make further use of those sources.

- **What to include:**
  - Every source you paraphrased, summarized, or quoted in the text.
  - Do not include sources that you consulted but did not cite.
  - Do not include personal communications or standard religious texts such as the Quran or Bible.
- **How to order the entries:**
  - Reference entries are alphabetized by the first letter in the entry, usually by Author's last name or the first letter of the title if no author or editor is given.
  - Ignore articles that begin the title (**A, An, and The**).
  - When an entry starts with a number or year is first, put it in the list where the number or year would begin if written out (2 = two; 1990 = Nineteen).
- **How to format the page:**
  - The reference list comes after the final page of the paper and is a new page all of it's own.
  - Center the heading and bold it: **References**
  - **Double-space** entries with NO SPACE between the entries.
  - Use a hanging indent to allow the reader to easily identify the entries based on the in-text citation information.

**HANGING INDENT****MICROSOFT WORD**

1. Select the text that you would like to indent. (You can press **CTRL + T** or **Command + T**.)
2. On the **HOME** tab, click the arrow in the bottom right corner of the Paragraph group.
3. In the Paragraph dialog box, under **Indentation**, in the Special drop-down, select **Hanging**.
4. Under **BY**, set the measurement to **0.5**.
5. Ensure there is **Opt spacing after paragraphs** OR check the box indicating **Don't add a space between paragraphs of the same style**.
6. Click **OK**.



**GOOGLE DOCS**

1. Highlight your works cited entries.
2. Open the **Format** tab and select **Align & Indent**.
3. Select **Indentation options ...** from the side menu.
4. When the Indentation options window opens, select **Hanging** from the SPECIAL drop-down menu and specify **0.5**.
5. Click the **Apply** button.

