

## **APA 7th Edition Style Guide**

Lisa M. Rubin

Department of Special Education, Counseling, & Student Affairs, Kansas State University

**Note: This is provided by your instructor as a reference, and it is not comprehensive of all APA style and formatting possibilities in 7th edition. Please consult the full manual for more information or the APA Style web page.**

**\*\*The start of this sample on the following page is the cover page, which begins on page 1.**

**This page is not part of the sample.\*\***

**Bold Paper Title with First Letter of Each Word Capitalized except Prepositions**

[one blank line here between title and name]

FirstName LastName

Department of Special Education, Counseling, & Student Affairs, Kansas State University

### **Abstract**

A summary of the paper up to 250 words goes here. The first paragraph is not indented. If there is a second paragraph, it would go below this and be indented. Class papers do not require an abstract unless the instructor explicitly requests it. Most journal articles do have a summary to give the reader a preview.

The second paragraph is not required in an abstract but it would look like this below the first one.

*Keywords:* three to five words separated by commas that describe the important points of the paper

**Bold Paper Title with First Letter of Each Word Capitalized except Prepositions**

Paper body starts here, with each paragraph's having a tabbed indent (0.5" from the left margin). The margins are one inch all around, the paper is double-spaced, and the entire document is left-aligned (except when centering headings). There is only one space between sentences in APA 7th edition papers. There is no need for a heading that is called "Introduction" to go below the title in the paper. The title of this paper is now in a Level 1 heading, which is bold, centered, and has Title Case. APA papers use first and third person point-of-view but not second person point-of-view (e.g., you, your) because they are not "how to" papers. Do not use the editorial "we" so when writing in first person as a singular author, use "I" in the text. In line spacing options, before and after are set to 0 pt so there are no space gaps between paragraphs.

**Level 2 Heading Here**

A level 2 heading is a sub-section within the level 1 heading. The text begins on a new paragraph and is bold and in Title Case, but on the left margin rather than centered. If I am directly quoting someone I interviewed, I cite this in the paper but not the reference list. I took the time to interview the expert of APA, Angel Writer, to discuss how people can transition to 7th edition. I learned that "APA takes practice but it can be fun to write well because eventually, people will have the knowledge and skills to submit manuscripts for publication" (A. Writer, personal communication, December 17, 2019).

***Level 3 Heading Here***

A level 3 heading is similar to level 2 heading. The only difference is that it is also italicized, but still bold and in Title Case. A new paragraph starts below a level 3 heading. APA allows for the singular "they" when referring to a person who either uses this as their pronoun or to be generic rather than using gendered pronouns. However, singular entities like a school

cannot be referred to as “they,” so that entity can be referred to as “it.” APA uses the Oxford comma, so a comma goes before “and” in a list. For example, I like peas, carrots, and corn!

When writing about job titles, unless something precedes a name (e.g., President Jackson), the title is lower case (e.g., academic advisor).

**Level 4 Heading.** The text starts on the same line as a level 4 heading, which is an indented version of level 2 with a period after it. It is bold and in Title Case. For in-text citations, refer to authors in the text in the following ways. Smith (2017) argued that paper writing is a sport. Big and Small (2003) determined that writing is great exercise for the brain. Notice the word “and” is spelled out in the text between author names. With three or more authors, immediately shorten in the text to FirstAuthorLastName et al. (YEAR) so it looks like Jones et al. (2014) offered great advice when collaborating on papers with 10 other people! Numbers under 10 are spelled out, whether one person is mentioned or nine! If a sentence starts with a number 10 or higher, it must be spelled out (exceptions include proper nouns like Power 5 conferences and level 1 headings). One hundred people may not agree but this must be done. Numbers in percentages can be written out, like 44% of dental patients secretly hope to get extra toothbrushes and toothpaste when going to their appointments. When using numbers in the text, put a comma in numbers in groups of three digits except for page numbers (e.g., p. 1234 has no comma, but 525,600 minutes does).

Cite paraphrased material from sources in the text like this (Poppy & Flower, 1999). Notice that in parenthetical citations, there is an & symbol between author names rather than spelling out “and” like writers do in the text. Quotes less than 40 words long are called short quotations. Quotations should never just be placed as complete sentences or paragraphs as part of the written paper. They must be introduced or connected to the author’s text. For example,

Linder (1986) expressed, “It might be controversial but I prefer tea over coffee” (p. 27). Direct quotes *always* have a page or paragraph number cited to give authors proper credit, and help readers locate the direct quote in the original text. Quotes over 40 words long are fully indented, and unlike other citations, the period goes after the quote before the citation. Here is a fake quote example:

This is a 40-word long quote in the fully indented format without using quotation marks.

It will stay double-spaced to match the rest of the paper. If it is full of fluffy language, it is preferable to shorten the quote or paraphrase it while still giving authors credit,

because it is not wise to have lots of block quotes in a scholarly paper. (Rubin, 2019, p. 1)

A continuation of the paragraph following a block quote is not indented. It is best not to end paragraphs with quotes so wrap up the paragraph topic before starting a new paragraph. Citing an electronic source that does not have page numbers requires using paragraph numbers if possible (Grinch, 2016, para. 5). If that would be difficult due to length, refer to sections (NCAA, 2012, “Division I Academic Requirements” section).

For primary sources that are findable, do not cite them indirectly from other sources. Try to locate the primary source in all cases before citing indirect sources. The main reasons a primary source cannot be found are if it is out of print, in another language, or unavailable (e.g., journal is no longer published and no archives are posted). An example of a secondary source citation is here (Lilypad, 1975, as cited in Rich & Cake, 2015). Lilypad (1975) found this to be the case (as cited in Rich & Cake, 2015). If the year cannot be found from the original source, it can be left out of the text and parenthetical citation.

When citing multiple works that support the same point, put them in alphabetical order the same way they appear on a reference list separated by semicolons (Abernathy, 2009; Dapper,

1989; Wild, 2012). When citing the same author's multiple published works from the same year, the year is followed by letters of the alphabet (Lancaster, 2017a, 2017b). For authors that are entities, like the National Collegiate Athletic Association (NCAA), spell out the organization name followed by the acronym in parentheses, and subsequently, refer to the acronym in the text as NCAA. When quoting a source that includes a quote within it, use single quotation marks for the internal quote. Miller (2002) described, "My knees felt like 'wobbly jelly' according to my doctor" (p. 42).

***Level 5 Heading.*** A level 5 heading is an italicized version of level 4. There is a period followed by the text right after it. In APA, writing is concise and uses past tense when describing literature. It is important to reduce redundancy (e.g., change "went on to explain" to "explained"). Try not to overuse passive voice. Active verbs are really important and should relate to writing. There should not be anthropomorphism, so it is best to refer to authors and studies rather than articles or source types. Articles do not talk, for example. "The authors discovered" makes more sense than "the article talked about..."

When referring to the appendix, capitalize the term Appendix and refer to it in order (see Appendix A). If there is only one appendix, it just has the heading Appendix. If there is more than one appendix, then the headings are Appendix A, Appendix B, and so forth. The appendix starts on a separate page after the references. The reference list follows with citation examples for various types of sources (Goodfellow, 2018).

### References

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**Appendix** (or if more than one **Appendix A**)

**Title of Appendix**