Austin Peay State University
CLARKSVILLE ● TENNESSEE

APSU Writing Center
APA Style 7th Edition

Formatting
- **Margins:** 1 inch margins on all sides of the page.
- **Font:** Times New Roman, 12 pt.
- **Double spaced:** for the content of the paper.
- **Single spaced:** block quotes
- **Page numbers**: only the page number flush right.

APA Style Order
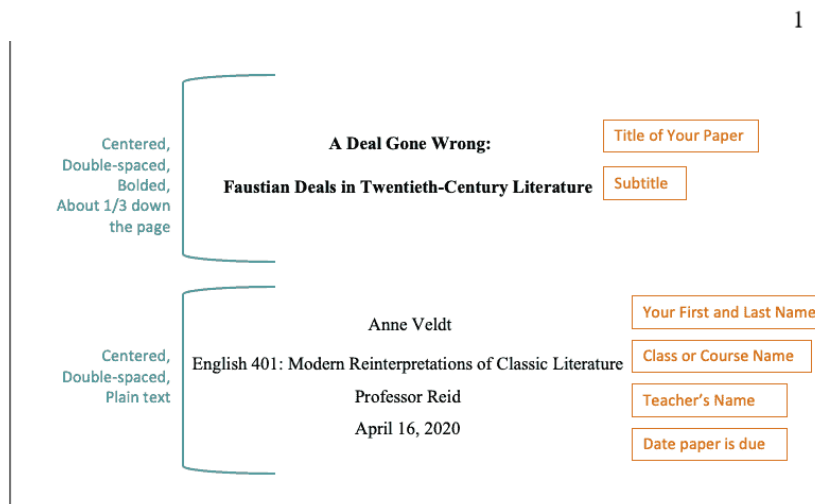- Title Page
- Abstract (if needed)
- Main Body
- References

Title/Cover Page
- Insert a header then add the page number flush right.
- The title should be centered a third of the way down the page.
- Your name, class information, and the date should follow several lines later.
- For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Double-space each line of the title page.

Order of Title Page:
- Page number
- Title
- Subtitle
- Full Name
- Class Information
- Professor Name
- Date

Title Page Example:

1

Centered,
Double-spaced,
Bolded,
About 1/3 down
the page

A Deal Gone Wrong: | Title of Your Paper |

Faustian Deals in Twentieth-Century Literature | Subtitle |

Centered,
Double-spaced,
Plain text

Anne Veldt | Your First and Last Name |

English 401: Modern Reinterpretations of Classic Literature | Class or Course Name |

Professor Reid | Teacher's Name |

April 16, 2020 | Date paper is due |

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APA Style 7th Edition - Abstract

Abstract
- Always consult with your instructor if you need to include an Abstract in your written work.
- An abstract is a concise summary of the key points of your research and is typically no more than 250 words and not indented. It is written in a single paragraph and is double spaced.
- Include the page header and type the work "**Abstract**" at the top of the page, centered, and bold.
- Your abstract will typically include:
    - research topic
    - research questions
    - participants
    - methods
    - results
    - data analysis
    - conclusions
    - possible implications of your research (if needed)
    - future work you see connected with your findings (if needed)
- *Keywords* is a list that will be created at the end of your abstract and helps researchers find your work in databases. It is written in italics followed by a colon. Indent as you would start a new paragraph.

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor magna eget est lorem ipsum dolor sit. Pulvinar etiam non quam lacus suspendisse. Quisque non tellus orci ac. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi cras. Orci dapibus ultrices in iaculis nunc sed augue lacus viverra. Leo duis ut diam quam. Lorem ipsum dolor sit amet. Sagittis vitae et leo duis ut diam quam nulla. Purus viverra accumsan in nisl nisi scelerisque. Risus nullam eget felis eget nunc lobortis mattis aliquam. Sodales ut etiam sit amet nisl purus in. Porta nibh venenatis cras sed felis eget. Adipiscing elit duis tristique sollicitudin nibh sit amet commodo. Diam donec adipiscing tristique risus.

   Keywords: Lorem, ipsum, dolor

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APA Style 7th Edition - Headings & Body

APA Headings
- APA Style holds 5 heading levels to format the sections of a paper. These help guide readers through the written work.

Heading Format

1. Centered, Boldface, Title Case Heading

2. Flush Left, Boldface, Title Case Heading

3. Flush Left, Boldface Italic, Title Case Heading

    4. Indented, Boldface Title Case Heading Ending With a Period.

    5. Indented, Boldface Italic, Title Case Heading Ending With a Period.

- Thus, if the article has four sections, some of which have subsections and some of which don't, use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format.
- Example:

Method (Level 1)

Site of Study (Level 2)

Participant Population (Level 2)

Teachers (Level 3)

Students (Level 3)

- Section Headings are only included in the body of the paper and are excluded from introduction, abstract, paper titles, references, footnotes, Appendices (use level one headings on these pages and give them their own separate page.

Verb Tenses in APA
- When writing your APA paper it is best to use the following verb tenses:
    - Literature Review (other researchers' work)
        - **Past** → Example: Martin (2020) addressed
        - **Present Perfect** → Example: Researchers have studied

    - Method (Description of procedure)
        - **Past** → Example: Participants took a survey
        - **Present Perfect** → Example: Others have used similar approaches

    - Personal reactions
        - **Past** → Example: I felt surprised
        - **Present Perfect** → Example: I have experienced
        - **Present** → Example: I believe

    - Reporting on your results or others → **Past** → Example: Scores decreased
    - Discussion of implications of results → **Present** → Example: The results indicate
    - Presentation of conclusions and future directions → **Present** → Example: We conclude

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APA Style 7th Edition - In-text Citations

In-text Citations
- When you are directly quoting the material from another source you must create a citation. This is done to avoid plagiarizing another source.
- **Paraphrasing an idea from another work:** Authors last name and year of publication.
  - <u>Example:</u> (Johnston, 2023)
- **Directly quoting from another work:** Include the authors last name and year of publication and the page number ("p" for one page or "pp" for multiple pages) use the en dash for page ranges.
  - <u>Example:</u> (Jones, 1998, p. 199)
  - <u>Example:</u> (Jones, 1998, pp. 199–201)
- **No page numbers:** reference another logical identifying element a paragraph, a chapter number, a section number, a table number, or something else.
  - <u>Example:</u> A meta-analysis of available literature (Jones, 1998) revealed inconsistency across large-scale studies of student learning (Table 3).
- Include one complete reference for each source in the reference list page.
- Capitalize proper nouns, author names, and initials.
- References list, only the first word of a title will be capitalized: *Writing new media*.

Short Quotations
- Always include the authors last name, year of publication, and page number.
- You can either include all of this information together or broken up:
  - <u>Example:</u> According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
  - <u>Example:</u> She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Block Quotes
- When quoting a source that is 40 words or longer include this information in a block quote.
- Indent 1/2 inch (new paragraph) type the entire quotation. Double space but do not add any extra blank lines before or after.

enim, luctus id ligula sit amet, semper consectetur felis. Pellentesque eleifend egestas ligula at fringilla. In at dictum urna. Jones's (1998) study found the following: (Signal phrase)

(Entire quotation indented 1/2 inch) Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or ask their teacher for help. Nulla egestas facilisis sagittis. Suspendisse auctor tincidunt purus, ac efficitur lectus eleifend ac. Morbi eleifend posuere ipsum, eget molestie arcu tincidunt eu. (p. 199) (Parenthetical follows ending punctuation)

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec

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APA Style 7th Edition - Citation Guide

Book
In Text Format: (Author Last Name, Year)

- **Example:** (Stoneman, 2008)

Reference Format: Author Last Name, First Initial. (Year). *Title of book:Capital letter also for subtitle.* Publisher. DOI or URL.

- **Example:** Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst.* Penguin Books.

Book by Two or More Authors
In Text Format: (Author Last Name 1 & Author Last Name 2, Year)

- **Example:** (Dawson & Lucas, 1993, p. 67).

Reference Format: Surname, A., & Surname, A. (Copyright date). *Title: Subtitle* (edition number if applicable.). Publisher.

- **Example:** Dawson, J., & Lucas, R. (1993). *Lifestyles of New Zealand forest plants* (4th ed.). Victoria University Press.

eBook
In Text Format: (Author Last Name, Publication Year, p. Page Number)

- **Parenthetical citation:** (Borras, 2016, p. 65).
- **Narrative citation:** Borras (2016) notes ... (p. 65).

Reference Format: Author, A. (Date). *Title of eBook.* Name of Publisher. https://doi.org/123.456.789

- **Example:** Borras, I. (2016). *Adult learning for self and relational growth (ALG): An integrative developmental model.* Sense Publishers.https://doi.org/10.1007/978-94-6300-417-6

Journal Article
In Text Format: (Author Last Name, Publication Year)

- **Example:** (Grady, 2019)

Reference Format: Author(s). (Year). Title of the article. *Title of the Journal, volume number* (issue number), page range. DOI or URL

Example: Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

Website
In Text Format: (Author Last Name, Publication Year)

- **Example:** (Bologna, 2019)

Reference Format: Author(s). (Year, if available). *Title of the webpage*. Website Name. URL

Example: Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_l_5d277587e4b02a5a5d57b59e

Musical Score
In Text Format: (Composer Last Name & Librettist Last Name, Publication Year).

- **Example:** (Picker & McClatchy, 1995).

Reference Format: Composer Last Name, First Initial. (Year). *Title of Score* [Musical score]. Publisher.

Example: Picker, T., & McClatchy, J. D. (1995). *Emmeline: An opera in two acts* [Study score]. Schott Music.

Podcasts
In Text Format: (Host Last name 1 & Host Last name 2, Start Year-End Year or Present)

- **Example:** (Meraji & Demby, 2016–present)

Reference Format: Host Last Name, First Initial. (Host). (Year, Month Day). *Title of episode* (No. episode number) [Audio podcast episode]. In Producer First Initial. Last Name (Executive Producer), Title of Podcast. Production Company. URL

Example: Meraji, S. M., & Demby, G. (Hosts). (2016–present). *Code switch* [Audio podcast]. National Public Radio.

Religious Work
In Text Format: (Title of the Religious Work, Original Publication Year/Revised Publication Year)

- **Example:** (The Bhagavad Gita, 2007) & (King James Bible, 1769/2017)

Reference Format: *Title of the Religious Work* (Publication Year). Publisher. DOI or URL**.**

Examples:
T*he Bhagavad Gita* (E. Easwaran, Trans.; 2nd ed.). (2007). The Blue Mountain Center of Meditation.

King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769)

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APA Style 7th Edition - References Page

Reference List
- This appears at the end of the paper to provide the cited information used in the written work. Each entry in the references list must be cited in the paper.

Format:
- **Title:** Reference or References in bold at the center top of the page.
- **Double-spaced**
- **Indent** each reference entry by *1/2 inch* (hanging ident).
- **Alphabetize** the entries in a list of last name first.
- When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.

Example:

References

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*.

    HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-

    movies_l_5d277587e4b02a5a5d57b59e

Dawson, J., & Lucas, R. (1993). *Lifestyles of New Zealand forest plants* (4th ed.). Victoria University

    Press.

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APA Style 7th Edition - Footnotes & Appendices

Footnotes
- Always consult with your instructor if you need to include Footnotes in your written work.
- Footnotes are supplementary details printed at the bottom of the page pertaining to a paper's content or copyright information.

Formatting
- Footnotes should be formatted in numerical order of appearance and do not require a space between the callout and superscripted number.
- Superscripted numerals should follow all punctuation with the exception of dashes and parentheses.
- For dashes and parentheses, place the footnote after the ending punctuation and before the dash or parentheses.

> Since the Golden State Killer investigation—which unfolded over the course of four decades[1]— law enforcement have employed data from consumer-driven genetic testing to solve other high-profile cases.[2] This critical information has contributed to several convictions and the closure of cold cases (including the identification of murder victim Marcia King and the
>
> ---
> [3] Footnotes should be formatted in numerical order of appearance and do not require a space between the callout and superscripted number
> [4] Superscripted numerals should follow all punctuation with the exception of dashes and parentheses
> [5] For dashes and parentheses, place the footnote after the ending punctuation and before the dash or parentheses

Appendices
- Appendix is included when supplementary content is introduced in a written work. It introduces research materials, specific details of a study, or participant demographics.

Formatting
- Create a new page and title it as "**Appendix**" at the top of the page, centered, and bold. If there are multiple appendices, label each with a capital letter such as "**Appendix B**".
- All appendices should follow references, footnotes, and any tables or figures included at the end of the document.
- They should be in paragraph style and include text, figures, tables, equations, or footnotes.
- label each table in the order of appearance with a letter corresponding to the page and a number such as "**Table B1**" for "**Appendix B**".
- If there is only **one appendix in the document**, the visuals should still be labelled with the letter A and a number to differentiate them from those contained in the paper itself (for example, "Figure A3" is the third figure in the singular appendix, which is not labelled with a letter in the heading).
- If Appendix B **only includes a figure**, the figure should be labelled "Appendix B" rather than "Figure B1", as it would be named if there were multiple figures included.
- If an appendix **does not contain text** but includes numerous figures or table, the appendix should be formatted like a text appendix. The appendix would receive a name and label, and each figure or table would be given a corresponding letter and number. For example, if Appendix C contains two tables and one figure, these visuals would be labelled "Table C1", "Table C2", and "Figure C1" respectively.

References

This packet is adapted from the information from Purdue Owl and the American Psychological Association.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

Purdue Owl Writing Lab. (2022). *APA Formatting and Style Guide (7th edition).* Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Purdue Owl Writing Lab. (2022). *APA Legal References.* Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_legal%20references%20.html