STETSON UNIVERSITY
Writing Center Handouts

APA (American Psychological Association) Style: 7th Edition

The American Psychological Association Style is commonly used for citations in the social sciences, health sciences, and business fields.

General Guidelines

- APA: student and professional papers varies in format. Most course papers follow student paper format. Check with the professor for specific requirement.
- Double-space typed papers, font options include Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11.
- APA style papers have 4 parts:
    - 1. Title Page: includes the title, the author's name, and an affiliated institution. *For Professional:* includes running head. Page number is in the top-right corner.
    - 2. Abstract: includes "Abstract" centered on the page as a title, followed by 150-250 words summarizing your Main Body. *Typically, it is only used for professional papers.* Include keywords at the end—these do not count towards the word count. *Abstracts are usually no more than 250 words.*
    - 3. Main Body
        - Main headers are bolded and centered, title case.
        - No line break between headers.

Header Level	Formatting
1	**Centered, Bold, Title Case**
2	**Left-aligned, Bold, Title Case**
3	***Left-aligned, Bold, Italicized, Title Case***
4	**Indented, Bold, Title Case, Period.**
5	***Indented, Bold, Italicized, Title Case, Period.***

    - 4. References
    - 5. Appendices
        - Optional — Only goes at the end if supplemental material is needed.
        - Ordered alphabetically: Appendix A, Appendix B, etc.

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In-Text Citations
- Cited materials that are directly quoted require citations that include the last name of the author(s), year, and page number. Not directly quoted materials such as paraphrases just need the last name(s) of the author(s) and the year.
  Ex: According to Author (2015), "When research is quoted in an APA style paper, that material must include proper citation" (p.1).
- For research conducted by two authors, name both authors separated by "and" in the text or cite both authors separated by "&" in the parenthetical citation.
  Ex: Research by Xu and Matsuda (2017) supports...
     Research shows that … (Xu & Matsuda, 2017).
- et al. – use for research involving 3 or more authors. (e.g. Author et al., 2017)
  Ex: Shin et al. (2020) suggest...

Title Page
- If professional: in the header, flush left: running head in all caps (ex. COMPULSIVE TEXTING AND ACADEMIC FUNCTION), then, flush right: page number (start at 1). *Student papers usually do not include a running head, but still have a right-aligned page number.*
- Title of paper (bolded, centered) (ex. The Role of Compulsive Texting in Adolescents' Academic Functioning)
- Line break
- Author's name(s) (ex. John Doe)
- Affiliation (ex. Department of Psychology, Stetson University)
- Name of class (ex. ENGL 100: Introduction to English)
- Instructor's name (ex. Dr. Victor Frankenstein)
- Due date (ex. January 1, 2050)

References Page
- Start the reference list on a new page after the text
- Label the reference list "References," capitalized, in bold, and centered.
- Double-space all reference list entries (including between and within references).
- Use a hanging indent for all references (All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin).
- Authors' first and middle names should be written as initials.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- Examples:
  o Journal articles- Author, A. A. (Year). *Journal Name*, *volume*(issue), page-page. https://doi.org/DOI or http://url.com.
  o Books - Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher. DOI (if available)
  o Web page - Author, A. A. or Organization. (Date of publication). *Title of document.* Webpage Title. http://url.com

Check Purdue Owl for detailed information
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

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