



As of October 2019, APA has updated to version 7. Some professors may still require APA 6, but be sure you're using the right version for your paper. This page covers **APA 7**.

• The Rundown •

Generally, an APA 7 style paper should have the following sections:

- Title page (cover page)
- The actual paper
- References

The paper title and the "References" title should be centered and in bold.

For the font, line spacing, and margins, follow these guidelines:

- Use a 12pt, legible font such as Times New Roman.
- Everything, including the title page and references, should be double-spaced.
- Each page, including the title page, should have a page number (no last name) in the top-right corner and one-inch margins.

APA 7 standard for students does not require a running head. However, your professor **may choose to require one**. If a running head is required, type the "TITLE OF PAPER" in all caps in the header, top left of the page. The title page running head is **not different** from the rest of the pages.

• Using In-Text Citations •

WITH NAME IN THE SENTENCE (1 or 2 authors):

Lastname (2016) researched APA style and found that it was pretty cool (p. 1).

Lastname and Anothername (2016) found strong support for their claims (p. 2).

WITH NAME IN THE CITATION (1 or 2 authors):

Research has shown that using APA can be really easy with practice (Lastname, 2016, p. 1).

Interesting research has been done on the topic (Lastname & Anothername, 2016, p. 2).

3 OR MORE AUTHORS:

Lastname et al. (2016) have done great research.

Great research has been done on this interesting topic (Lastname et al., 2016).

SOURCES WITH NO AUTHOR:

According to this website, the organization is all about using APA style ("Article Title," 2016).

• Formatting •

Setting up PAGE NUMBERS and the TITLE PAGE:

Insert → Page number → Place page numbers at the top right of the page

In the **top half** of your title page, type the following, centered and double-spaced:

- The full name of your paper in **bold**
- Your first and last name
- Your affiliated university
- The course number and name
- Your instructor's name
- The assignment's due date

Note that APA 7 has different requirements for student and professional papers. This formatting is the APA 7 standard for student papers.

Student papers only include a running head if the professor requires it.

• Common Reference Entries •

- Include the names of the first 20 authors of a work, then leave the rest out with an [...].
- **Book** and **article titles** are in **sentence casing** (only the first word is capitalized, not every word) and **journal names** are in **title casing** (every word capitalized).
- **Book titles** and **journal names** are **italicized**, and **article titles** are **not**.
- References should be listed in alphabetical order with a 0.5 inch hanging indent.

CITING A BOOK:

Lastname, F. N. (2016). *Title of the book: Subtitle of the book*. Publisher.

CITING A CHAPTER IN A BOOK WITH EDITOR(S):

Lastname, F. N. (2016). Title of the chapter. In F. N. Lastname & S. N. Lastname (Eds.) *Title of the book: Subtitle of the book* (pp. 1-20). Publisher.

CITING AN ONLINE JOURNAL ARTICLE:

Lastname, F. N. (2016). Title of the article: Subtitle of the article. *Journal Name*, 1(2), 123-456. <https://doi.org/0123456789>

CITING A NEWS ARTICLE ONLINE ("Retrieved from" is not required):

Lastname, F.N. (2016). *Title of the article*. Site Name. <https://www.website.com>

CITING A WEBSITE WITH NO AUTHOR:

Title of the website. (2016, Month 12). <https://www.fullwebsitegoeshere.com>

• Additional Resources •

APA Style Site: <https://apastyle.apa.org/>

Excelsior College Online Writing Lab: <https://owl.excelsior.edu/citation-and-documentation/apa-style/>