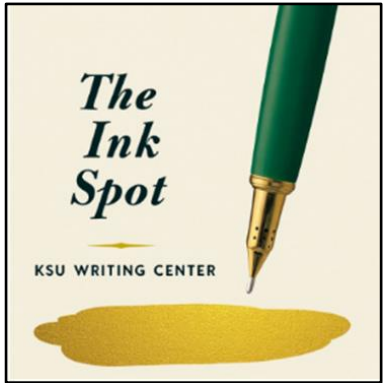




APA 7th Style

The American Psychological Association (APA), the main professional organization of psychologists in the US, publishes the style and formatting guide used in most behavioral and social science disciplines.

Why do we follow these rules?

Formatting: By formatting the same way every time, we...

- make reading easier for our professors and on publishers, who might struggle if all papers are formatted differently.
- can practice all of the rules and make writing easier for us, too.

Glossary

- *General Format* Page 2
 - 11 pt. & 12 pt.; acceptable fonts; double-spaced
- *The Title Page* Page 3
 - title page (professional & student); page numbers
- *Headings* Page 4
 - Headings; spacing and indents

General Format

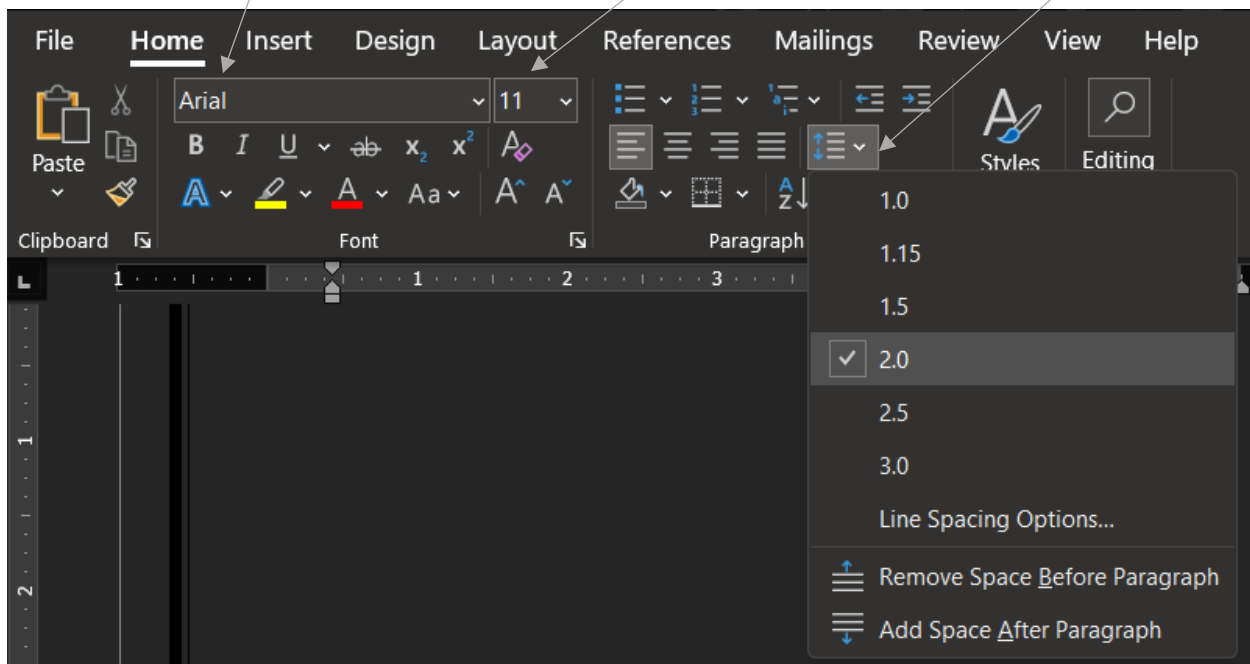
How do I make sure my paper looks good?

- APA-approved fonts
 - Make sure you use a suitable APA-approved font. *Sometimes* instructors want a specific one, so check with your professors before you start.
 - Suitable fonts include: 11 pt. Arial | 11 pt. Calibri | 10 pt. Lucida Sans Unicode | 12 pt. Times New Roman | 11 pt. Georgia
- Double-spaced
 - In the Paragraph options on the “Home” tab (in Word), make sure your “Line and Paragraph Spacing” is set to “2.0”.

APA-approved font

Approved font size

Double-spaced



The Title Page

(check with your professor/instructor for which title page they prefer)

Student Title Page

The diagram shows a student title page layout. At the top right is the page number '1'. Below it, on the left, is a callout box stating: 'The title should be bolded, centered, and 3-4 lines below the page number.' This points to the 'Title of Paper' label. To the right of the title is another callout box stating: 'The page number should be in the top right corner.' Below the title, the following text is centered: 'Your name', 'Department, Institution', 'Course number and name', 'Instructor', and 'Due date'. To the right of this centered text is a callout box stating: 'Add one extra space between the title and your name.' and 'Enter between each line.'

1

The title should be bolded, centered, and 3-4 lines below the page number.

Title of Paper

Your name

Department, Institution

Course number and name

Instructor

Due date

Add one extra space between the title and your name.

Enter between each line.

Professional Title Page

The diagram shows a professional title page layout. At the top left is the text 'TITLE OF PAPER' and at the top right is the page number '1'. Below 'TITLE OF PAPER' is a callout box stating: 'Add the title in the top left corner in all capital letters.' This points to the 'TITLE OF PAPER' text. Below this, the following text is centered: 'Title of Paper', 'Your name', and 'Department, Institution'. To the right of this centered text is a callout box stating: 'Only put your name, the department, and the institution.'

TITLE OF PAPER

1

Add the title in the top left corner in all capital letters.

Title of Paper

Your name

Department, Institution

Only put your name, the department, and the institution.

Headings

What are headings?

APA (2025): “**Headings identify the content within sections of a paper.** Make your headings descriptive and concise. Headings that are well formatted and clearly worded aid both visual and nonvisual readers of all abilities.”

- There are 5 levels. 1 is the highest. 2 is a subheading of 1. 3 is a subheading of 2, and so on...

- Do not label your introduction with a heading.
- Do not add any *extra* space before or after headings.
- Do not label them with numbers.

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph. Do not forget to tab at the beginning of new paragraphs.
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. It is indented with a tab.
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.