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…

- <u>make reading easier for our professors and on publishers</u>, who might struggle if all papers are formatted differently.

- <u>can practice all of the rules and make writing easier for us, too</u>.

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## Glossary

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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**
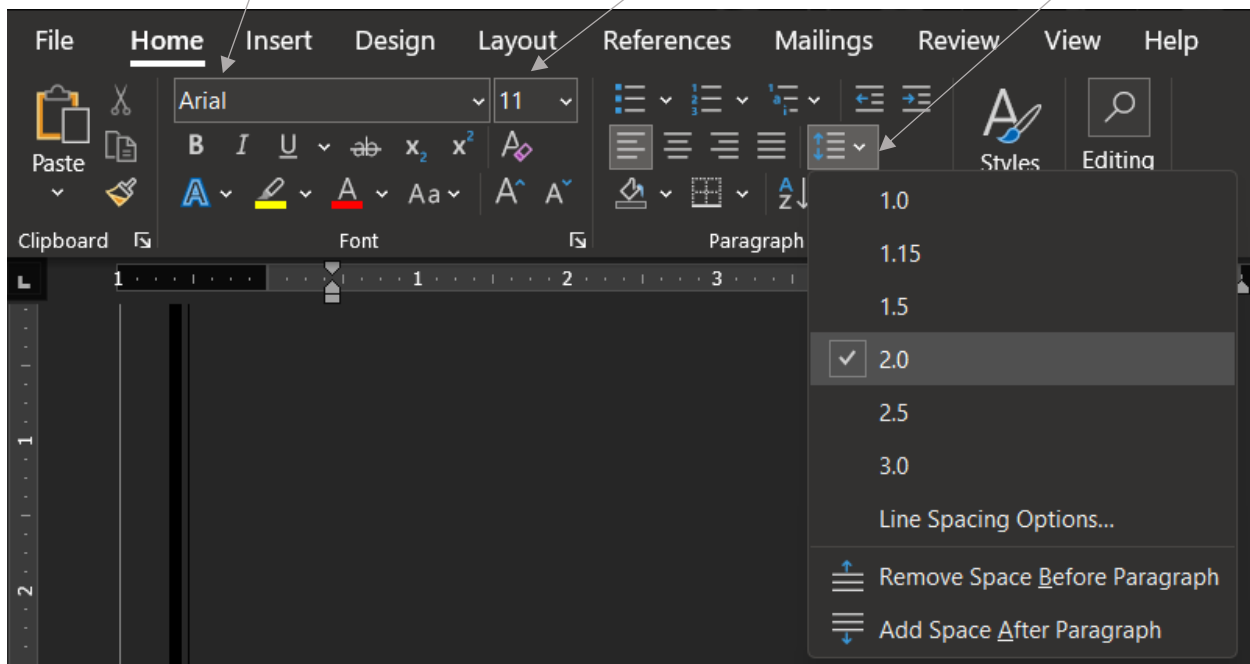
The Title Page

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

Student Title Page

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

The page number should be in the top right corner.

1

Title of Paper

Add one extra space between the title and your name.

Your name

Department, Institution

Course number and name

Enter between each line.

Instructor

Due date

Professional Title Page

TITLE OF PAPER   1

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

Title of Paper

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

Your name

Department, Institution

<u>Headings</u>

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."

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

> o Do <u>not</u> label your introduction with a heading.
> o Do <u>not</u> add any *extra* space before or after headings.
> o Do <u>not</u> 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	***Flush Left, Bold, Italic, Title Case Heading*** 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	***Indented, Bold, Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.