

APA Style 7th Edition



The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines. The following guidelines are based on the *Publication Manual of the American Psychological Association, Seventh Edition* (2020). For each topic, the corresponding section in the handbook is listed in parentheses.

General Format (*APA Manual* chapter 2)

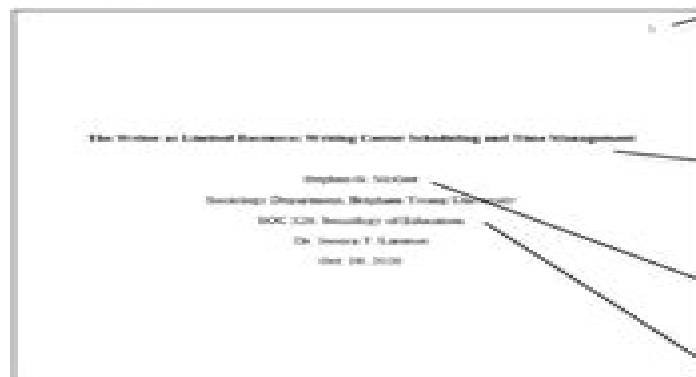
Font (2.19): Clear, standard size (Times New Roman, 12-point font is preferred)

Line Spacing (2.21): Double-spaced, no extra spaces between headings or body paragraphs

Margins (2.22): 1-inch margins on all sides

Title Page (*APA Manual* 2.3–2.7)

Your title page identifies you and announces the topic of the paper and your affiliations.



Page Number (2.18): Use the "Insert Page Number" feature to include numbering flush-right in the header.

Running Head (2.8): Running heads are **no longer required** unless an instructor requests them or the manuscript is being submitted for publication.

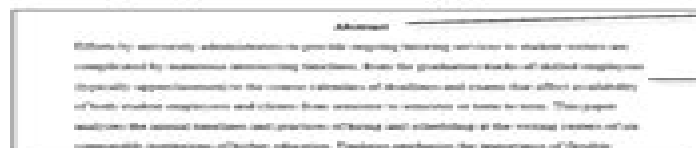
Title (2.4): Bold face the title and center it between the margins in the upper half of the title page (e.g., three or four lines from the top margin). **Note:** You will also include this title on the first page of the body text.

Author Name (Byline) (2.5): Place your name beneath the full title, with an empty line between them. Including your middle initial is preferred.

Author Affiliation (2.6): Give the full name of your institutional affiliation, with the department and university names separated by a comma. The course title, instructor, and assignment due date follow on their own lines.

Optional Abstract (*APA Manual* 2.9)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. ***APA no longer expects abstracts for student papers, but some instructors may still require them.*** If required, an abstract should summarize your major points in the same order they are presented in the paper.



Title: Title the page "Abstract" (bold-faced and centered in the same formatting as your paper title).

Body: Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.

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