APA 7ᵗʰ EDITION STANDARDIZATION GUIDE

LIBRARIAN. KARELY CARRION
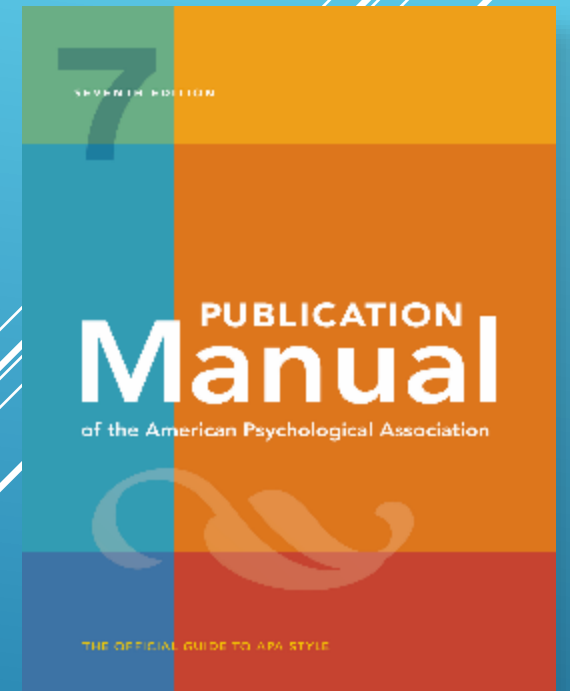
APA PUBLICATION MANUAL
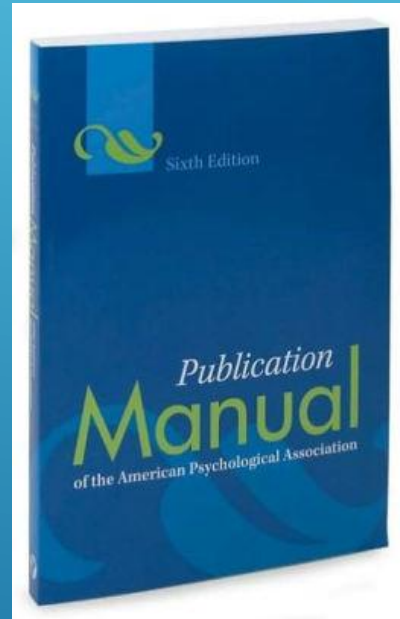
**6th edition
(2009)**
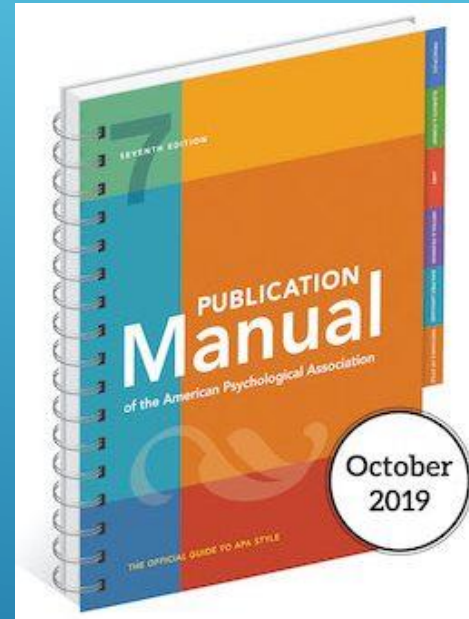
**7th edition
(October 2019)**

APA Key Changes - From 6ᵗʰ to 7ᵗʰ Edition

APA Format	6ᵗʰ Edition	7ᵗʰ Edition
Font	Times New Roman, 12 point	More options: Several sans serif fonts and serif fonts.
Page Header	Running head and page number Student and professional versions	Student version doesn't require a running head.
Section Labels	Centered	Centered and bold (Paper title, References: all bold).
Title Page	Elements included: title of paper, author name(s), and institutional affiliation.	Additional elements included: paper title; author name(s), school/department, college/university name, course number and name, instructor name, and assignment due date
In Text Citations: Multiple Authors	Use of "et al." varied depending on number of authors	All works with 3 or more authors are shortened to the last name of the first author plus "et al."
Books References	Publisher location required	Publisher location omitted.
DOIs	Format for DOIs: doi:XXXXX	Format DOIs as hyperlinks: https://doi.org/xxxxx
Hyperlinks	Words "Retrieved from" preceded hyperlinks. Plain text links.	"Retrieved from" not required. Live links or plain text.

URBE
UNIVERSITY

General APA Guidelines

❖ The *APA Publication Manual, 7th Edition* specifies different formatting conventions for **Student** and **Professional** papers (i.e., papers written for credit in a course and papers intended for scholarly publication). These differences mostly extend to the **Title Page** and **Running Head**. Crucially, citation practices do not differ between the two styles of paper.

❖ Double-spaced the entire paper, on standard-sized paper (8.5" x 11"), with 1-in (2.54 cm) margins on all sides (top, bottom, left, and right) of the page.

❖ Include a **Page Header** (also known as the "**Running Head**") at the top of every page. For a **Professional Paper**, this includes your **Paper Title** and the **Page number**. For a **Student Paper**, this only includes the **Page Number**.

❖ Font: The 7th edition of the APA Publication Manual requires that the chosen font be accessible (i.e., legible) to all readers and that it be used consistently throughout the paper. These include sans serif fonts such as 11-point Calibri, 11-point Arial, and 10-point Lucida Sans Unicode as well as serif fonts such as 12-point Times New Roman, 11-point Georgia, 10-point Computer Modern.

❖ Major Paper Sections: Your essay should include **four** major sections: the **Title Page**, **Main Body**, **References and Appendices (including Tables and Figures)**

TITLE PAGE

Title Page Content

❖ Title of the Paper

❖ Author(s)

❖ Affiliation: include the name of the department or division, followed by the name of the University, separated by a comma (e.g., Department of Business, URBE University)

❖ Course Number and Name (MBA630 Managerial Accounting)

❖ Instructor Name

❖ Assignment Due Date

Title Page Format

❖ Recommended fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern

❖ No running head

❖ Title in Bold, Capitalize All of the Major Words; no word limit

❖ One blank double-spaced line under title.

❖ Use same font size for everything in the entire document

❖ Entire document should be double-spaced.

STUDENT APA 7TH Edition TITLE PAGE

The Purdue Online Writing Lab's Sample Title Page:

Following the American Psychological Association's Guidelines

Polly Purdue

Department of English, Purdue University

ENGL 999: Course Name

Dr. Professor's Name

November 11, 2019

PROFESSIONAL APA 7TH Edition TITLE PAGE

The Purdue Online Writing Lab's Sample Title Page:

Following the American Psychological Association's Guidelines

Polly Purdue and Purdue Pete

Purdue Online Writing Lab

Department of English, Purdue University

Author Note

Polly Purdue 🔗 https://orcid.org/#####

Purdue Pete 🔗 https://orcid.org/######

Purdue Pete is now at the Department of Philosophy, Purdue University.

We have no conflicts of interests to disclose.

Correspondence concerning this article should be addressed to Purdue Pete, 150 N.

University St., West Lafayette IN 47907. Email: ___@purdue.edu

LIBRARIAN. KARELY CARRION

ABSTRACT

➢ Begin a new page the abstract page should

➢ The **Abstract** should be a single paragraph, double-spaced, should typically be no more than 250 words.

➢ The **Abstract** should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.

➢ Abstracts are not usually required for Student Papers.

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor magna eget est lorem ipsum dolor sit. Pulvinar etiam non quam lacus suspendisse. Quisque non tellus orci ac. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi cras. Orci dapibus ultrices in iaculis nunc sed augue lacus viverra. Leo duis ut diam quam. Lorem ipsum dolor sit amet. Sagittis vitae et leo duis ut diam quam nulla. Purus viverra accumsan in nisl nisi scelerisque. Risus nullam eget felis eget nunc lobortis mattis aliquam. Sodales ut etiam sit amet nisl purus in. Porta nibh venenatis cras sed felis eget. Adipiscing elit duis tristique sollicitudin nibh sit amet commodo. Diam donec adipiscing tristique risus.

Keywords: Lorem, ipsum, dolor

MAIN BODY

❖ Align the text to the left with a 1/2-inch left indent on the first line

❖ Double-space

❖ If there is no Abstract, at the top of the first page, type the Title of the Paper, Centered, in **bold**, and in Sentence Case Capitalization

❖ Usually, include sections like these: introduction, literature review or background, discussion, and conclusion -- but the specific organization will depend on the paper type

❖ Spell out long organization names and add the abbreviation in parenthesis, then just use the abbreviation

❖ Spell out numbers one through nine and use a number for 10 or more

❖ Use a number for units of measurement, in tables, to represent statistical or math functions, and dates or times

HEADINGS

- Level 1: Center, **bold**, Title Case

- Level 2: Align left, **bold**, Title Case

- Level 3: Alight left, ***bold italics***, Title Case

- Level 4: Indented 1/2", **bold**, Title Case, end with a period. Follow with text.

- Level 5: Indented 1/2", ***bold italics***, Title Case, end with a period. Follow with text.

Level 1 Heading

      Text begins here.

Level 2 Heading

      Text begins here.

Level 3 Heading

      Text begins here.

      Level 4 Heading. Text begins on the same line.

      Level 5 Heading. Text begins on the same line.

Change from APA 6: No Running head

Every page has a page number in the header

Writing in APA Style 7th Edition Example Paper

Title in bold, Capitalize All of the Major Words; no word limit

Student Name

One blank double-spaced line under Title

Department of Business URBE University

Course Name & Number

Instructor Name

Student Name, Institution, Course Name, Number, Instructor, and Due Date, all on Separate Lines

June 8, 2021

Use same font size for everything in the entire document

APA 7 no longer requires 12-pt. Times New Roman.
Permitted fonts:
☐ 12-pt. Times New Roman
☐ 11-pt. Georgia
☐ 11-pt. Calibri
☐ 11-pt. Arial
☐ 10-pt. Lucida Sans

Entire document should be double spaced.

LIBRARIAN. KARELY CARRION

1 inch margin

Abstract → Level 1 heading (see box below)

Page number

This paper describes some basic parts of writing in APA style 7th Edition. These components include seven major areas: the title page, abstract, formatting concerns for student writing, use of language, in-text citations, the references page, and titles and figures. This paper also provides examples of specific changes that are required by APA style 7th Edition.

Keywords: APA style, citations, frustration

An abstract is a brief comprehensive summary of the contents of the paper, typically no more than 250 words. Abstracts are not usually required for student papers.
Check with your instructor to see if an abstract and/or keywords are required for your paper.
If you're not required to include an abstract, begin the main text on this page.

Keywords are words, phrases, or acronyms that describe the most important aspects of your paper. They are used for indexing in databases and help readers find your work during a search.
If required for your paper, provide 3–5 keywords.
Keywords can be listed in any order

Main sections (divisions) of the body of your paper

Subsections

Headings: Use headings in your paper to distinguish between main sections and sub-sections.
Format for the **Five Levels of Headings** in APA Style
Level   Format
1   **Centered, Bold, Capitalize Major Words**
    Text begins as a new indented paragraph.
 2 **Left Align, Bold, Capitalize Major Words**
    Text begins as a new indented paragraph.
3 **Left Align, Bold Italic, Capitalize Major Words**
    Text begins as a new indented paragraph.
4   **Indented, Bold, Capitalize Major Words.** After a period, text begins on the same line and continues.
5   **Indented, Bold Italic, Capitalize Major Words**. After a period, text begins on the same line and continues.

LIBRARIAN, KARELY CARRION

Repeat Title from Title page

Level 1 Heading

Writing in APA Style 7th Edition Example Paper

Writing in the style of the American Psychological Association (APA) is a regular practice for students of higher degree programs in psychology and many programs in science. The new edition of the manual has made several changes, such as endorsing the use of the singular they, as exemplified in the next sentence. Each student writer who applies the new APA student writing standards may encounter different challenges, however, **they** may use the resources provided by the AUSB Writing Center for support in learning the relevant new rules.

Use singular "they"

According to the seventh edition of the Publication Manual of the American Psychological Association (2019), the style's broad applicability "helps authors present their ideas in a clear, concise, and organized manner" that "uniformity and consistency enables readers to (a) focus on the ideas being presented rather than formatting and (b) scan works quickly for key points" (p. xvii). Since this paper is mostly written in the seventh edition of APA style, attentive readers will note that it has many examples of changes from the sixth edition. Most of the rules demonstrated here are those a student will need to have some acquaintance within order to write easily according to the student writing guidelines, which are distinct from APA's new journal article reporting standards (Paiz et al., 2013)

1 Inch margins an all sides

New in APA: Use: "et al." for three or mores author

The Structure of a Paper in APA Style

The APA style guidelines are designed for primary research papers that usually contain the following sections: (a) introduction, (b) method,

(c) results, (d) discussion, and (e) references. However, the actual headings may vary depending on the type of paper one is writing

American

Psychological Association, 2019). For example, papers that do not describe primary research or original experimental data may omit the method,

results, and discussion Level 1 heading (see p. 2) Use singular "they" New in APA 7: Use "et al." for three or more authors Title is bolded and

centered, Capitalize All of the Major Words Level 1 heading (a main section) One space after a period 1-inch margins on all sides Repeat title

from Title page 4 sections (**Xyers, Young, Zucherman, & Anne, 2019, p. 291**). Some sections may be broken into subsections, in which case

the authors must use the appropriate headings and subheadings (**Xyers, Young, Zucherman, & Roberts, 2019, para. 4**).

Organizing the Main Body

Most APA style papers written by students are not experimental; the organization of headings and

subheadings within the main body of the paper is therefore particularly important. In certain cases, the

author might use additional major sections, such as a literature review, to introduce their own material.

Organizing the Main Body When There are Additional Content Concerns

Level 3 Heading (a sub-section of the level 2 sub-section)

Short papers usually only need Level 1 and 2 headings

   In some common graduate assignments, students are instructed to compare therapeutic models, provide possible interventions given specific presenting problems or engage in case study analyses. These papers may have sections (such as presenting problem, or socio-cultural considerations of a given model).

Level 4 Heading

   Language Concerns in the Body of the Paper. Sometimes, writers who are just becoming comfortable with APA style, or with academic writing in general, will mimic academic language in ways subtly less clear than writers who use academic register fluently. For example, one might write the following sentence, which sounds academic to the mental ear, but in which almost everything is done poorly:

   during the preparatory process of elucidating the critical and fundamental elements of this theory for

   analysis, it would be observed that certain subjective elements of the theory would be excessively situational to the point of

   being non-applicable outside of the theorists' particular circumstances. (Goodwin, 2012a)

If a quotation is 40 words or more, use a block quote format: new line, indent ½ inch, double space, no quotation marks.

For block quotes, period comes before citation.

LIBRARIAN. KARELY CARRION

We observe that such a sentence serves little use beyond parody. The same sentiment can be expressed in appropriate academic register in the following fashion: this theory is based on subjective components and thus is not widely applicable (Goodwin, 2012b).

Language Concerns as Issues of Unstated Academic Expectation. Writers for whom the distinction between the two earlier examples is unintuitive should not be dismayed. Graham and Harris (1997) have shown that an academic style of writing is slowly learned and is not often intuitive. Often, the rules of academic English, and American academic English in particular, are presented as assumptions rather than with explicit guidance (Graham & Harris, 1997). A student may look at their peers and see no one else asking questions about unclear elements of an assignment, or unclear expectations, and try to muddle through on their own rather than raising the issue. However, most academic expectations need to be explicitly taught at some point, so students should not feel bad asking for clarification. Often, if one writer has a question about the expectations, many others do also (S. Harter, personal communication, September 30, 2018).

Level 4 Heading

Narrative Citation Style

Parenthetical Citation style

Personal communication formatting example. Cite in text but not on Reference's page.

IN-TEXT CITATIONS

All works with 3 or more authors are shortened to the last name of the first author plus "et al."

Author type	Parenthetical citation	Narrative citation
One author	(Baeza, 2019)	Baeza (2019)
Two authors	(Fischer & Schwartz, 2020)	Fischer and Schwartz (2020)
Three or more authors	(McKinney et al., 2020)	McKinney et al. (2020)

Group author
    First citation
 	
    Subsequent citations
	(World Health Organization [WHO], 2018)
	
	(WHO, 2018)
		World Health Organization (WHO, 2018)
		
		WHO (2018)

REFERENCE LIST: DOIS

- Include a DOI for all works that have one, regardless of whether you used the online version or print version.

  ▶ Search for DOIs: https://search.crossref.org/

- List as a hyperlink (live link OR plain text)

- Standardize DOIs into this format: https://doi.org/10.xxxxx

REFERENCE LIST: BOOKS

- Do *not* include publisher location.
- When the author and publisher are the same, omit the publisher at the end of the reference entry.

Example of edited book:

Kreitzer, M. J., & Koithan, M. (Eds.). (2019). *Integrative nursing* (2nd ed.). Oxford University Press.

Example of book with same author/publisher:

American Nurses Association. (2019). *Gerontological nursing: Scope and standards of practice* (2nd ed.).

APA Handout on Reference List

REFERENCE LIST: JOURNAL ARTICLES

- List up to 20 authors.
- Do *not* include database information or database URLs.
- Articles without DOIs from an academic database are treated like a print article.

Example of article retrieved from an online database with no DOI:

Harrison-Berg, J. (2019). Risky business: A psychologically safe climate for adults requires vulnerability. *Educational Leadership, 77*(2), 86–87.

Example of article with a DOI with live link:

Seifert, C., & Guenther, E. (2019, January 10). Prevention is better than cure: Environmental management measures in hospitals. *Corporate Social Responsibility and Environmental Management, 26*(4), 781-790. https://doi.org/10.1002/csr.1720

APA Handout on Reference List

LIBRARIAN. KARELY CARRION

QUESTIONS OR DOUBT?

Thank you for your participation!