APA Format Basics (7th Edition)

1. General Paper Setup

- Margins: 1 inch (2.54 cm) on all sides.

- Paper Size: Standard 8.5" × 11".

- Font Options: Use a readable, accessible font consistently throughout:

  - Sans serif: 11-pt Calibri, 11-pt Arial, 10-pt Lucida Sans Unicode

  - Serif: 12-pt Times New Roman, 11-pt Georgia, 10-pt Computer Modern

- Line Spacing: Double-space everything (including title page, text, headings, block quotes, references).

- Paragraphs: Left-align text (ragged right edge). Indent first line 0.5 in. (use tab or paragraph settings).

- Page Order:

  1. Title page

  2. Abstract (if required)

  3. Main text

  4. References

  5. Appendices (if any)

2. Title Page

The title page is page 1. Center all elements (except page number). Use bold for the title.

- Title: Bold, centered, 3–4 lines from top; title case; concise (≤12 words).

- Author(s): Your name (student) or author names (professional).

- Affiliation: Department and university name (student) or professional affiliation(s).

·   Extra Info: Course number/name, instructor name, due date (Month Day, Year) for student papers; author note for professional papers.

·   Running Head: Not required for student papers; required for professional papers (short title ≤50 characters, all caps, flush left).

3. Page Headers

·   Student Papers: Page number only, top-right corner.

·   Professional Papers: Running head (short title, all caps) flush left + page number flush right.

 - On title page: include "Running head:" before short title.

 - Subsequent pages: short title only.

4. Headings

APA uses five levels of headings to organize content:

Level 1: Centered, Bold, Title Case

Level 2: Flush Left, Bold, Title Case

Level 3: Flush Left, Bold Italic, Title Case

Level 4: Indented, Bold, Title Case, Period. Text follows

Level 5: Indented, Bold Italic, Title Case, Period. Text follows

5. Other Key Elements

·   Abstract: Required for professional papers (150–250 words, page 2). Student papers only if assigned.

·   Tables & Figures: Place after first mention in text. Number sequentially (Table 1, Figure 1). Include title (bold, title case) above and notes below.

·   References: Start on a new page. Title "References" centered, bold. Use hanging indent (0.5 in.). Double-space.

6. Quick Tips

- Use singular "they" for unknown gender.

- One space after periods.

- Avoid biased language.

- Add alternative text for images for accessibility.

- Use official APA templates or Purdue OWL for guidance.

7. Resources

- Publication Manual of the American Psychological Association (7th ed.)

- https://apastyle.apa.org