Author's Guidelines

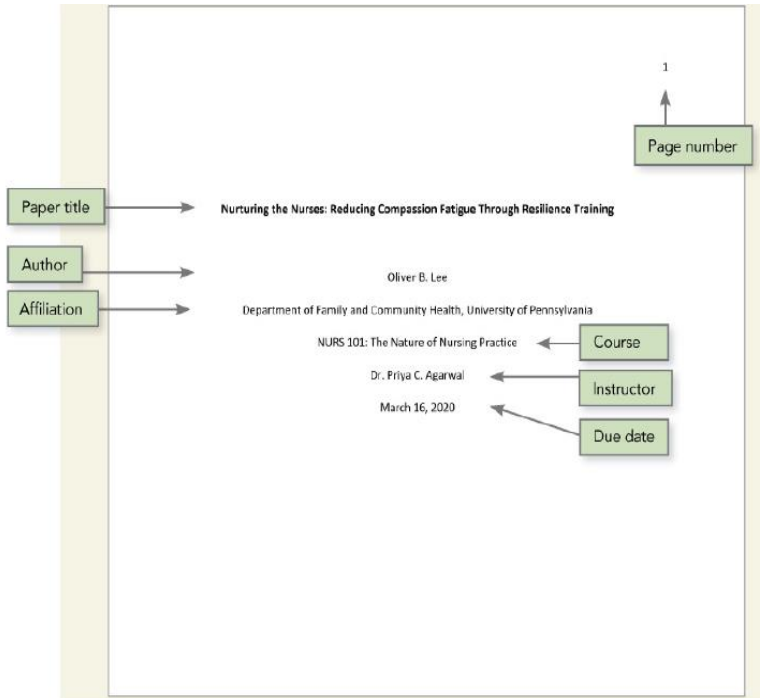**APA 7th Manual**

Order of Pages

Arrange the pages of the paper in the following order:

- title page (page 1)
- abstract (start on a new page after the title page)
- text (start on a new page after the abstract)
- references (start on a new page after the end of the text)
- appendices (if necessary, start each on a new page after the references)

Title Page

Title page must be included:

- Title of the paper
- name of each author of the paper
- affiliation for each author
- provide corresponding author's email
- provide the submission date

Knowledge & Research Support Services
2021

APA 7th Manual

Abstract

Format. Abstracts typically are limited to no more than 250 words. Place the abstract on its own page after the title page (i.e., page 2). Write the section label "Abstract" in bold title case, centered at the top of the page, and place the abstract below the label. Abstracts appear in paragraph format. In this format abstract is written as a single paragraph without indentation of the first line.

Keywords

Format. Write the label "Keywords:" (in italic) one line below the abstract, indented 0.5 in. like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns), separated by commas. The keywords can be listed in any order. Do not use a period or other punctuation after the last keyword. If the keywords run onto a second line, the second line is not indented.
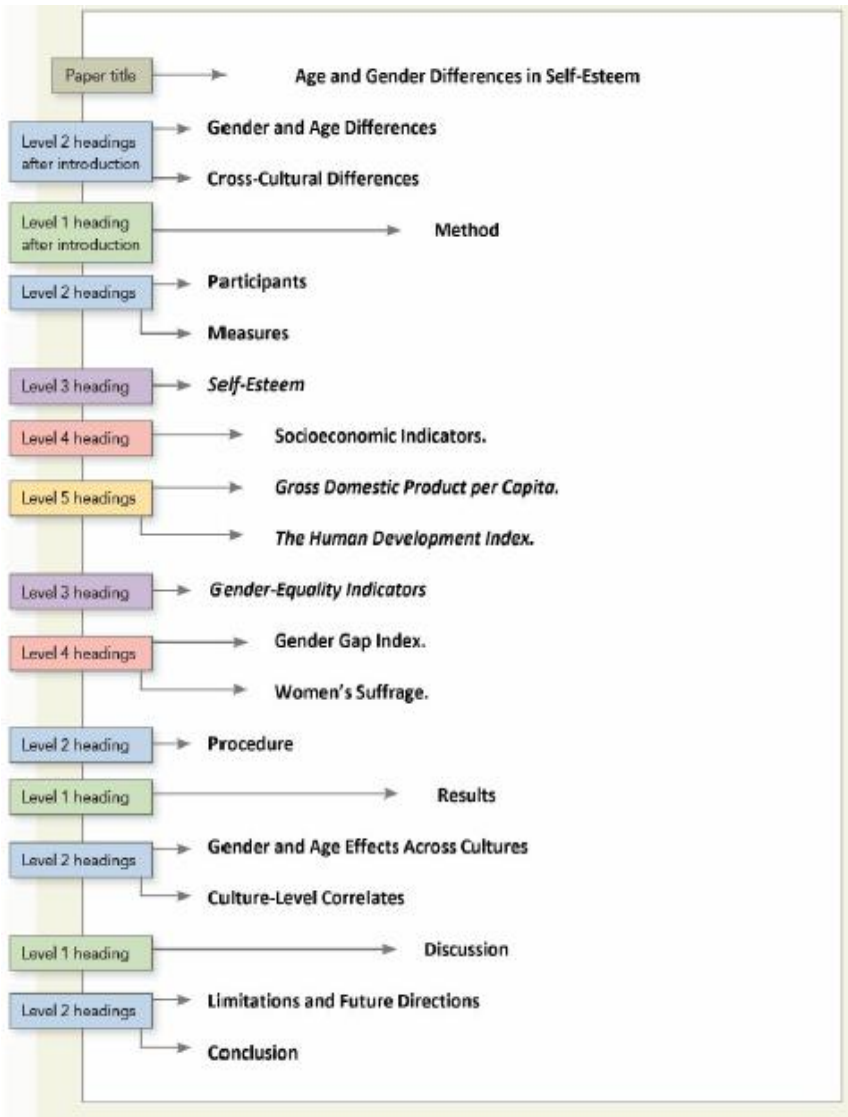
Text (Body)

Format. The text should start on a new page after the title page and abstract. On the first line of the first page of the text, write the title of the paper in title case, bold, and centered. The text should be left-aligned, double-spaced paragraphs, with the first line of each paragraph indented by one-tab key (0.5 in.). Use headings as needed and appropriate within the text to separate sections. Do not start a new page or add extra line breaks when a new heading occurs; each section of the text should follow the next without a break.

Heading Levels

Following table shows how to format each level of heading.

Level	Format
1	**Centered, Bold, Title Case Heading** Text begins as a new paragraph.
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.
5	***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.

Figure lists all the headings that will be used in a paper in correct format.

Pagination

All papers should contain the page number, flush right, in the header of every page. The title page is page number 1.

APA 7th Manual

Font

Use the same font throughout the text of the paper as 12-point Times New Roman

Special Characters

Special characters are accented letters and other diacritical marks, Greek letters, math signs, and symbols. Type special characters using the special character functions of your word-processing program or a plug-in such as MathType. Characters that are not available should be presented as images.

Line Spacing

Double-space the entire paper, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices.

Margins

Use 1-in. (2.54-cm) margins on all sides (top, bottom, left, and right) of the page.

Paragraph Alignment

Align the text to the left and leave the right margin uneven ("ragged"). Do not use full justification.

Paragraph Indentation

Indent the first line of every paragraph 0.5 in.

Footnote

Place each footnote at the bottom of the page on which it is discussed using the footnote function of your word-processing program. Number all footnotes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals. Footnote callouts should be superscripted.

Reference List

Format: APA requires that information be cited in two different ways in the text and also in the reference list given at the end of the paper. The reference list should be given on a new page using the hanging indent method, that is, all lines after the first one are indented. Entries should be organized alphabetically according to the surnames of first authors (The first line of each reference is flush left and subsequent lines are indented by 0.5 in.

Reference Elements

A reference generally has four elements: author, date, title, and source.
Each element answers a question:
• Author: Who is responsible for this work?
• Date: When was this work published?
• Title: What is this work called?
• Source: Where can 1retrieve this work?

Format of the Author Element

Follow these guidelines to format the author element:

• Invert all individual authors' names, providing the surname first, followed by a comma and the initials: Author, A. A.
• Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
• Do not use a comma to separate two group authors: American Psychological Association & National Institutes of Health.
• Use a serial comma before the ampersand (&) with three or more authors.
• Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name.
• When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.
• Use one space between initials.
• When given names are hyphenated, retain the hyphen and include a period after each initial but no space (e.g., Xu, A.-J., for Ai-Jun Xu). When the second element of a hyphenated name is lowercase, treat it as a single name (e.g., Raboso, L., for Lee-ann Raboso).
• Use commas to separate initials and suffixes such as Jr. and III: Author, A. A., Jr., & Author, B. B.

Format of the Date/Year Element

•Enclose the date of publication in parentheses, followed by a period: (2020).
•For works from a reference category that includes the month, day, and/or season along with the year, put the year first, followed by a comma, and

then the month and date or season: (2020, August 26). (2020, Spring/Summer).

•If a work has been accepted for publication but is not yet published, use the term "in press" instead of a year. Do not provide a date in the reference until the work has been published.

•If no publication date is identified, use "n.d." in parentheses following the authors.

Format of the Title Element

•For works that stand alone (e.g., books, reports, webpages and websites), italicize the title, and capitalize it using sentence case.

•If edition and volume information are included; separate these elements with a comma, placing the edition number first. (2nd ed., Vol. 1).

Format of the Source Reference

Includes author name, date of publication, title, journal name, volume, pages, and doi (for journal article) and author, date of publication, title, edition, publisher name, pages, and URL (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

Examples:

Single Author

Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.

Two Authors

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, *113*(1), 117-143. http://dx.doi.org/10.1037/pspp0000096

Three to Twenty Authors

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology, 117*(5), 879-899. http://dx.doi.org/10.1037/pspa0000166

More Than Twenty Authors

Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. *Bulletin of the American Meteorological Society*, *100*(10), 2043-2061. https://doi.org/10.1175/BAMS-D-18-0270.1

Two or More Works by the Same Author in the Same Year

Berndt, T. J. (2004a). Children's friendships: Shifts over a half-century in perspectives on their development and their effects. *Merrill Palmer Quarterly, 50*(3), 206-223.

Berndt, T. J. (2004b). Friendship and three A's (aggression, adjustment, and attachment). *Journal of Experimental Child Psychology, 88*(1), 1-4.

Books Sample

Author or editor	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B. Name of Group. Editor, E. E. (Ed.). Editor, E. E., & Editor, F. F. (Eds.).	(2020).	Title of book. Title of book (2nd ed., Vol. 4). Title of book [Audiobook]. Title of book (E. E. Editor, Ed.). Title of book (T. Translator, Trans.; N. Narrator, Narr.).	Publisher Name. First Publisher Name; Second Publisher Name.	https://doi.org/xxxx https://xxxxx

Simple Book

Jackson, L. M. (Eds.). (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

Religious Book

King James Bible. (2017). King James Bible Online. https://www.king-jamesbibleonline.org/ (Original work published 1769)

The Qur'an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press.

Book Chapters Sample

Chapter author	Date	Chapter title	Source	
			Edited book information	DOI or URL
Author, A. A., & Author, B. B. Name of Group.	(2020).	Title of chapter.	In E. E. Editor (Ed.), *Title of book* (pp. 3–13). Publisher Name. In E. E. Editor & F. F. Editor (Eds.), *Title of book* (3rd ed., Vol. 2, pp. 212–255). Publisher Name.	https://doi.org/xxxx https://xxxxx

Book Chapter

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016

Journals Articles Sample

Author	Date	Title	Source	
			Periodical information	DOI or URL
Author, A. A., & Author, B. B. Name of Group. Author, C. C. [username]. Username.	(2020). (2020, January). (2020, February 16).	Title of article.	*Title of Periodical, 34*(2), 5–14. *Title of Periodical, 2*(1–2), Article 12. *Title of Periodical.*	https://doi.org/xxxx https://xxxxx

Journals Article

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

Magazine Article

Lyons, D. (2009, June 15). Don't 'iTune' us: It's geeks versus writers. Guess who's winning. Newsweek, 153(24), 27.

Journal Article a 001, 21 or More Authors

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W, Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W, Higgins, W, Janowiak, J., Mo, K. c., Ropelewski, c., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/ NCAR 40-year reanalysis project. *Bulletin* of *the American* Meteorological *Society,* 77(3), 437-471. http://doi.orglfg6rf9

Online Newspaper Article

Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

Online Newspaper Article

Newton, C. (2010, Feb. 15). Drivingwhile-texting ban advances Senate. The Arizona Republic. http://www.azcentral.com

Conference Proceeding Sample

Author	Date	Title	Source	
			Conference information	DOI or URL
Presenter, A. A., & Presenter, B. B	(2020, September 18–20). (2020, October 30–November 1).	Title of contribution [Type of contribution].	Conference Name, Location.	https://doi.org/xxxx https://xxxxx

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). *Cognitive and noncognitive predictors of success.* Proceedings of the National Academy of Sciences, USA, 116(47), 23499–23504. https://doi.org/xxx

Thesis Sample

Author	Date	Title	Source
Author, A. A.	(2020).	Title of dissertation [Unpublished doctoral dissertation]. Title of thesis [Unpublished master's thesis].	Name of Institution Awarding the Degree.

Thesis

Yu, S. F. (2004). *Effects of progressive muscle relaxation training on psychological and health-related quality of life outcomes in elderly*

APA 7th Manual

patients with heart failure (Publication No. 3182156) [Doctoral dissertation, The Chinese University of Hong Kong]. ProQuest Dissertations and Theses Global.

Working Paper Sample

Author	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B. Name of Group.	(2020). (2020, May 2).	Title of report. Title of report (Report No. 123). Title of gray literature [Description].	Publisher Name.	https://doi.org/xxxx https://xxxxx

Working Paper

Last, F. M. (year). *Title of work* (Report No. xxxx). Publisher.

Abstract of a Journal Article from an Abstract Indexing Database

Hare, L. R., & O'Neill, K. (2000). Effectiveness and efficiency in small academic peer groups: A case study (Accession No. 200010185) [Abstract from Sociological Abstracts]. *Small Group Research, 31*(1), 24–53. https://doi.org/xxx

Monograph as Part of a Journal Issue

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph*]. Journal of Applied Psychology*, *76*(1), 143–168. https://doi.org/xxx

Webpage Entry Sample

Author	Date	Title	Source	
			Website name	URL
Author, A. A., & Author, B. B. Name of Group.	(2020). (2020, August). (2020, September 28). (n.d.).	Title of work.	Site Name.	https://xxxxxx Retrieved December 22, 2020, from https://xxxxx

Webpage Entry

Web Page American Nurses Association. (n.d.). Disaster preparedness. https://www.nursingworld.org/practicepolicy/workenvironment/health-safety/disaster-preparedness/

Webpage on a Website (when authors are different from the site name)

Website name and URL.

Mayo Clinic. https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967

Webpage on a News Website

Bologna, C. (2019, October 31). Why some people with anxiety love watching horror movies. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d277587e4b02a5a5d57b59e

Webpage on A Website with a Retrieval Date

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of Commerce. Retrieved January 9, 2020, from https://www.census.gov/popclock/

Webpage on a Website with an Individual Author

Giovanetti, F. (2019, November 16). Why we are so obsessed with personality types. Medium. https://medium.com/the-business-of-wellness/why-we-are-so-obsessed-with-personality-types-577450f9aee9

Social Media Sample

Author	Date	Title	Source	
			Social media site name	URL
Twitter and Instagram: Author, A. A. [@username]. Name of Group [@username]. Facebook and others: Author, A. A. Name of Group. Name of Group [Username]. Username.	(n.d.). (2019, August 8).	Content of the post up to the first 20 words. Content of the post up to the first 20 words [Description of audiovisuals]. [Description of audiovisuals].	Site Name.	https://xxxxxx Retrieved August 27, 2020, from https://xxxxxx

RSS
Knowledge & Research
Support Services

APA 7ᵗʰ Manual

Facebook Post

News from Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system— and beyond? This* [Image attached] [Status update]. Facebook. https://www.facebook.com/ScienceNOW/photos /a.117532185107/10156268057260108/?type=3&theater

YouTube

Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video]. YouTube. https://www.youtube.com /watch?v=fDZI-4udE_o

Encyclopedia

Author's Last, F. M. (Year of Publication). Title of entry or article. *Name of reference source* (Vol. number, pp. pages). Publisher.

Online and print dictionary

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from https://www.merriam-webster.com/dictionary/semantics

American Psychological Association. (2015). Mood induction. In *APA dictionary of psychology* (2nd ed., p. 667).

Wikipedia

Oil painting. (2019, December 8). In Wikipedia. https://en.wikipedia.org /w/index.php?title=Oil_painting&oldid=929802398

Correspondence between a Reference List Entry and an In-Text Citation

Reference list entry:	Alexander, P. A. (2018). Past as prologue: Educational psychology's legacy and progeny. *Journal of Educational Psychology, 110*(2), 147–162. https://doi.org/10.1037/edu0000200
Parenthetical citation:	(Alexander, 2018)
Narrative citation:	Alexander (2018)

Abbreviations in References

Abbreviation	Book or publication part
ed.	edition
Rev. ed.	revised edition
2nd ed.	second edition
Ed. (Eds.)	editor (editors)
Trans.	translator(s)
Narr. (Narrs.)	narrator (narrators)
n.d.	no date
p. (pp.)	page (pages)
para. (paras.)	paragraph (paragraphs)
Vol. (Vols.)	volume (volumes)
No.	number

How to Create a Reference When Information Is Missing

Missing element	Solution	Template Reference list entry	Template In-text citation
Nothing—all elements are present	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write "n.d." for "no date," and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Provide the title, write "n.d." for "no date," and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write "n.d." for "no date," describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)
Author, date, and title	Describe the work in square brackets, write "n.d." for "no date," and then provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	Cite as a personal communication (see Section 8.9) or find another work to cite (see Section 9.37).	No reference list entry	(C. C. Communicator, personal communication, month day, year) C. C. Communicator (personal communication, month day, year)

APA 7ᵗʰ Manual

Table

Table Components

number: The table number (e.g., Table 1) appears above the table in bold font.

title: The table title appears one double-spaced line below the table number in italic title case.

headings: All tables should include column headings, including a stub heading (heading for the leftmost column). Some tables also include column spanners, decked heads, and table Spanners.

body: The table body includes all the rows and columns of a table.

notes: Three types of notes (general, specific, and probability) appear below the table as needed to describe contents of the table that cannot be understood from the table title or body alone (e.g., definitions of abbreviations, copyright attribution). Not all tables include table notes.
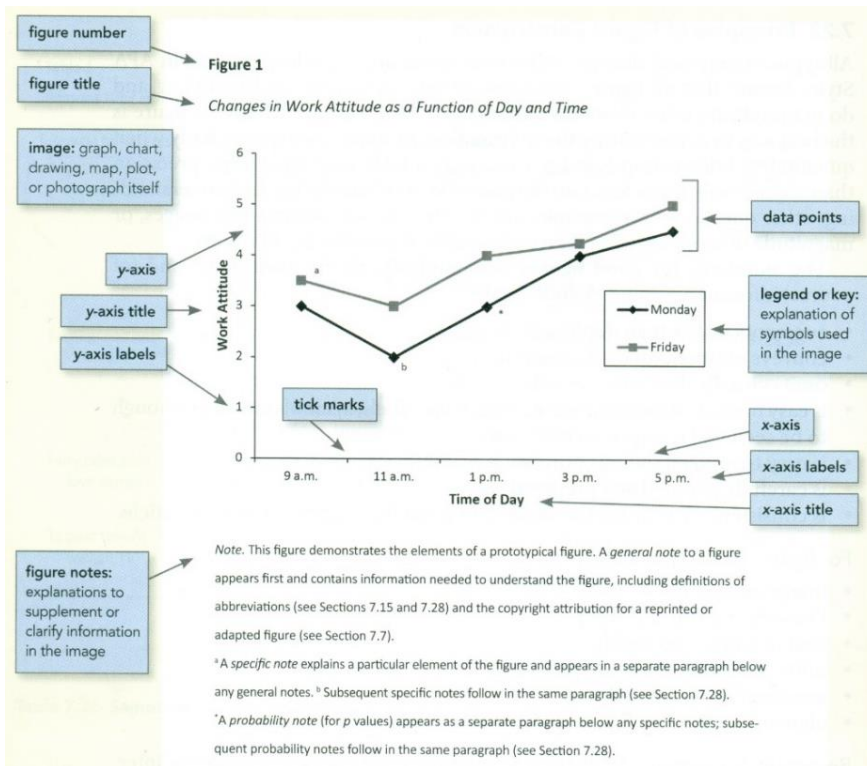
Figure

Figure Components

number: The figure number (e.g., Figure 1) appears above the figure in bold.

title: The figure title appears one double-spaced line below the figure number in italic title case.

image: The image portion of the figure is the chart, graph, photograph, drawing, or other illustration itself.

legend: A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image.

note: Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution). Not all figures include figure notes.

Knowledge & Research Support Services
2021

APA 7th Manual

Appendices (if necessary)

Format. Begin each appendix on a separate page after any references, footnotes, tables, and figures. Give each appendix a label and a title. If a paper has one appendix, label it "Appendix"; if a paper has more than one appendix, label each appendix with a capital letter (e.g., "Appendix A," "Appendix B") in the order in which it is mentioned in the text. Each appendix should be mentioned (called out) at least once in the text by its label (e.g., "see Appendix A"). The appendix title should describe its contents. Place the appendix label and title in bold + tile case and centered on separate lines at the top of the page on which the appendix begins.

Paper Length

Paper length should be no more than 5000-7000 (five thousand to seven thousand) words.