



# Ultimate APA 7 GUIDE

1

## FORMATTING

- Running header
- 12 point font, Times New Roman
- Double spaced
- Title page
- Page numbers in top right corner
- One inch margins

2

## TITLE PAGE

**\*\*for student paper\*\***

- Title is centered and in boldface
- Include full name of author
- Write department and college name
- Write course name, professor name, and due date on separate lines

3

## ABSTRACT

- Begin on new page
- The first line is the word "Abstract" in bold and centered on the page
- Paragraph is not indented
- Write a summary of all key points of the paper
- No more than 250 words

4

## RESULTS/BODY PARAGRAPH

- Figure and table captions go above the figures and tables
- All statistical notations are italicized
- Spell out numbers below 10 and use arabic numerals for numbers 10 and higher

5

## IN-TEXT CITATIONS

- Use quotation marks if direct quote
- Sources with 3 authors or more use: "et al"
- Can omit page numbers if paraphrasing
- Citation goes before period but after question marks or exclamation points.
- EXAMPLE: Some claim (Jones & Smith, 1998).

6

## REFERENCES

- Starts on a new page
- Hanging indent of 0.5 inches
- Alphabetical order
- Include DOI or URL if using electronic sources
- EXAMPLE: Jones, A., & Smith, B. (1998). Title. *Journal, Volume(issue)*, page numbers. DOI