

APA Style Quick Guide (7th Ed.)

Introduction

It is not the intention of this handout to replace the *Publication Manual of the American Psychological Association* (APA, 2020), nor is it to give examples of every possible situation. Rather, this handout is offered as a quick reference for general academic writing use.

What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing. This guide provides an introduction to formatting rules and examples of common types of citations. The full seventh edition of the *Publication Manual of the American Psychological Association* is available as a print book in the UCW Library.

What to Document?

Be sure to document all the sources you have cited in writing your assignment. You will need to cite sources for:

- Direct quotes
- Paraphrases and summaries of ideas and information
- Information that is not common knowledge or is not available in a standard reference work
- Any other borrowed material that might appear to be your own if there were no citation.

Formatting Rules

Order of pages/sections

1. Title page
2. Abstract (*note: Table of Contents is not required in APA and therefore no guidelines exist*)
3. Text/Main body
4. References
5. Footnotes
6. Tables
7. Figures
8. Appendices

Note: each section starts a new page.

Fonts and Size: Accessible font (such as Calibri, Arial, Times New Roman or Georgia in either 11 pt. or 12 pt.) should be used throughout all papers.

Margins: 1-inch margins on the top, bottom, left, and right sides of the page.

Page Numbering: Identify the title page with the page number 1. The remaining pages should be numbered consecutively.

Spacing: Double-spacing throughout paper text and 0.5 inch (use tab key) indentions at the beginning of each paragraph (unless there is a level four or five heading—see chart below).

Title Page Elements

The title page includes six elements: title, author name(s), author(s) institutional affiliation, course, instructor, and due date.

Guide To Getting It On 7th

Ken Clark, CFP



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