APA 7th Edition Quick Guide

How do I format the paper?

- Use 1" margins.
- Double-space the entire paper.
- Provide a page number in top right corner of the header (#1 starts on title page).
- Do not include a running head of any kind on the title page or the essay (for a student paper).
- Include a title page, but also provide the title at the top of the first page of the text, centered and bold.

How do I format my title page?

Page one is a title page. Everything should be centered. Start with the title 3 or 4 double-spaced lines down the page. Include the following:

- Title (bold, all major words capitalized)
- [blank double-spaced line]
- Your name
- Affiliated Department, Institution
- Course #: Course Name
- Instructor Name
- Assignment Due Date

Note: this is the format for a student paper. There is a separate title page format for professional papers.

How do I structure my in-text citations?

The Three Key Elements of In-Text Citations:

1. The author's last name	Example: Jones
2. The year of publication	Example: (2019)
3. The specific location	Example: pp. 223-224

For direct quotes, the specific location is REQUIRED in your in-text citation.
For paraphrases and summaries the specific location is optional but encouraged in your in-text citation

Two Ways to Cite in the Text:
- **Parenthetical** - Provide the author, date, and (if applicable) specific location in a parenthetical at the end of the sentence.
  > Example (paraphrase): Research shows that the more a stranger looks like us, the more likely we are to remember his or her face (Hertz, 2018, p. 34).
- **Narrative** - Incorporate the author into your text. Give the date in a parenthetical after the author's name. Provide the specific location (if applicable) at the end of the sentence.
  > Example (paraphrase): Hertz (2018) found that the more a stranger looks like us, the more likely we are to remember his or her face (p. 34).

How do I format my references page?

- Include a separate references page at the end of your paper
- Write "References" bold and center at the top
- List all sources used in your paper
- Order alphabetically
- Double-space
- Use hanging-indentation (indent every line but the 1st of each entry)

The Four Key Elements in Every Reference

1. Author – Who is responsible for this work?
2. Date – When was this work published?
3. Title – What is this work called?
4. Source - Where can I retrieve it?

Use periods BETWEEN each element. Use commas (or occasionally parentheses) to separate items WITHIN each element.

Book with One Author:
Jones, B. (2012). *Just checking in: How the rise of social media has brought about a cultural demand for social informativeness*. Red Hen Press.

Book with Multiple Authors (up to 20 authors):
Neely, S., & Giddens, G. (2013). *First impressions*. Norton.

Kuhultz, S., Lochart, G., & Mathews D. M. (2016). *The evolution of the farm-to-table movement*. Pearson Press.

Journal Article:
Johnson, F. & Thornton H. (2018). The next generation of social media. *Journal of Sociology,* 5(2), pp.121-139.

Webpage:
Maltby, K. (2019, July 15). *Scarlett Johansson is right about one thing*. CNN.
https://www.cnn.com/2019/07/15/opinions/scarlett-johansson-casting-controversy-maltby/index.html

What if some of these elements are missing?

If this is missing,	then you should…	like this…
author	Move the title up to the author's place.	**In text:** (*First Impressions*, 2013, p. 5). **In references:** *First Impressions*. (2013). Norton.
date	Use "n.d" wherever you would use the date.	**In text:** (Felkner, n.d., pp.9-11) **In references:** Felkner, H. (n.d.). *Epidemics in a globalized age*. Harbor House.

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