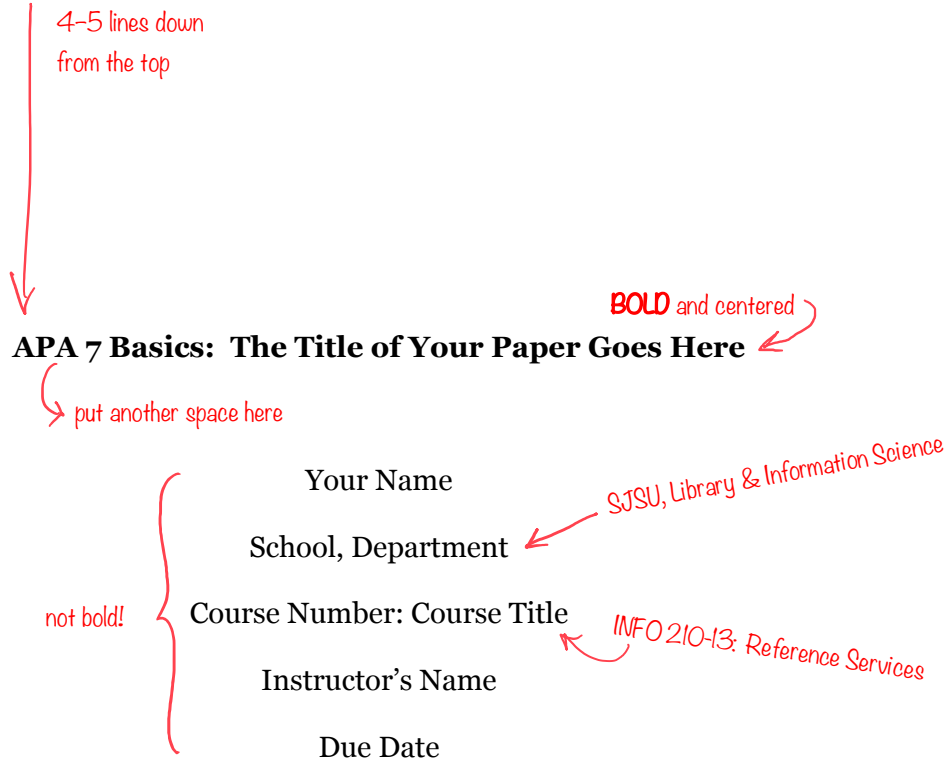


(APA does not require a running header on student papers, but your instructor might)
APA 7 BASICS: THIS IS A RUNNING HEADER

1) page numbers,
even on the
title page!



Command or Ctrl enter will start a new page.
Try it after you have typed the due date of
your paper.

FYI:
There's a TL;DR checklist
on the last page if you just
need a memory prompt

BOLD and centered

Abstract

no indent

This annotated paper will describe and demonstrate the basics of the APA 7 for student papers. Unless your instructor specifies otherwise, abstracts are not a mandatory piece of student papers. But if required, the abstract is a concise paragraph of about **250 words** that reports the major points and findings of the following paper. It gets its **own page**, and a bold, centered heading. While the body of the paper uses a first-line indent, the abstract does not. Otherwise, it follows the same formatting rules for margin, line spacing, and font as the rest of the paper.

(see page 3)

Remember "Ctrl enter" for a New Page!

BOLD and centered ☺

→ **APA 7 Basics: The Title of Your Paper Goes Here** (again)

An academic paper should always start with an **introduction**. This is where a thesis statement or research question will be found, outlining the remainder of the paper.

Drawn from *Concise Guide to APA Style* (American Psychological Association, 2020), this annotated paper hopes to serve as a tutorial for students not yet familiar with the style of APA 7, and serve as a reminder for the rest. The text will describe the basic elements of a student paper, and explain general formatting, heading levels, and in-text citations. Arrows, highlighting, and red margin notes ☺ will draw attention to these elements in action. Further in-depth resources will be mentioned in the conclusion. The annotated reference page and a TL;DR checklist in the appendix may also serve as a standalone memory aid.

Basic Elements

Student papers have at least three elements in APA format: a **title page**, the **body** of the paper, and a **reference list**. Each of these starts on a new page, with a bold, centered heading.

The title page, abstract, and references of this paper are also annotated, and may serve as their own demonstration. An **abstract** is not necessary for student papers, but if required by the instructor, one would be found directly after the title page. An **appendix** is optional, and would start on a new page after the reference list.

General Formatting

APA papers should have a **one inch margin** on all four sides, with a **page number** in the top right corner of the page, even on the title page. There is no running header unless required by an instructor. If needed, it would share a header space with the page number on every page, and be left-justified.

↕ **Double line spacing** is used throughout, with no extra spaces between paragraphs or sections. Other than centered headings, text is **left-justified**, which means the right margin will be ragged instead of uniform. Do not manually or auto-hyphenate words to smooth out the right margin. (As a warning, hyphenating a URL in the reference list will change it to something else.)



indent

The first line of a paragraph starts with a **0.5 inch indent**. In contrast, references use a hanging indent, meaning that the first line of each citation will touch the margin and following lines will be indented 0.5 inches. This format makes it easier to find sources in the reference list.

APA 7 allows one to choose from **a variety of fonts**, as long as it is legible, accessible, and used consistently through the entire paper. In addition to the old standard, Times New Roman (12 pt), APA suggested fonts include Calibri, Georgia, and Arial, all at 11 pt, or Lucida Sans Unicode or Computer Modern at 10 pt. Your instructor may specify a font and size.

This paper was written in
11 pt Georgia
and annotations in
9 pt Noteworthy

BOLD and centered → **Headings**

All headings in an APA paper are **bold and written in title case** (i.e., capitalized like a title). A first-level heading is **centered** on its own line, as above, and the four subheadings will be demonstrated below. Most papers use no more than three heading levels, and a short student paper may have none at all. Each major section of a paper starts with the highest level of heading. While it may seem odd, it is acceptable if a heading is separated from its following paragraph by a natural page break. Do not add additional line breaks. (See bottom of this page)

Second-Level Heading

The second-level heading is **left-justified** with no indent, and gets its own line.

Subheadings indicate that a larger section is being divided into smaller, distinct parts.

Third-Level Heading

The third-level heading differentiates from its predecessor through the use of **italics**.

indent

Fourth-Level Heading. This heading is inserted on the **same line as the paragraph** that follows it, follows the **indentation** rules, and even has a **period**. It is still bold and written in title case, and does not need to be a complete sentence.

Fifth-Level Heading. Following the pattern of second- and third-level headings, the fifth level of headings is similar to its predecessor, but **italicized**.

In-Text Citations

This orphaned heading is old enough to make its own way in the world and does not need to be rescued 😊

There are **two main citation rules** to follow. First, **give credit where it is due**—accurately cite everything that is not common knowledge or your own original thought. Whether it is a paraphrase, a direct quote, or a free image off the internet, citations are needed. *Plagiarism is not cool*

Second, all **in-text citations** must have a matching entry in the **reference list**. As an exception, personal communications—such as a private email—should be cited in text, but do not require a reference entry (A. Writer, personal communication, April 1, 2022).

At the very core, an **in-text citation** contains an **author's surname** and the **publication year**, providing enough information to locate the full citation in your reference list. Page numbers may also be included if the specific location within a source is important. In-text citations come in two formats, narrative and parenthetical.

Narrative Citations

A narrative citation mentions the **Author (2022)** by name in a sentence, typically with the publication year directly after their name in parentheses. The idea being cited generally follows the citation itself. If including a **page number**, it will be found in parentheses at the end of the idea, just before the period (p. 1). Otherwise, no need to cite again at the end.

Parenthetical Citations

If the author is not mentioned by name, both surname and year will be found in parentheses at the end of the cited idea **(Author, 2022)**.

If direct quotes are involved, “this citation will fall before the period, *but after the quotation marks*” **(Author, 2022, p. 45)**. In the instance of a source with multiple authors, two would be listed by surname with an ampersand between **(Author & Author, 2022)**, and three or more would be listed by the first author, using et al. for the remainder **(Author, et al., 2022)**. A source with **no author** may be identified by organization or title—whichever is listed at the beginning of the full citation entry **(Title of a Wikipedia article, 2022)**. **Multiple works** can share parentheses. These are ordered alphabetically, and separated by a semicolon **(American Psychological Association, 2020; Author, 2022)**.

Conclusion

After all major points have been addressed, summarize the paper with a **conclusion**.

Don't forget to restate the thesis or research question. ✓

This paper was an introductory tutorial of APA 7 for student papers, covering basic elements, general formatting, headings, and in-text citations. The following reference list will demonstrate a few of the most common types of full citations, but for additional help with formatting, or to address grammar and bias-free language, feel free to reach out to a reference 😊 librarian, borrow the most recent edition of the APA style guide, or explore the comprehensive APA style explanations of the [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) (n.d.).

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

A full reference citation should have four elements: Author, Date, Title, and Source.

References BOLD and centered

alphabetical order

American Psychological Association. (2020). *Concise guide to APA Style* (7th ed.).

<https://doi.org/10.1037/0000173-000>

DOI stands for "digital object identifier—it's like a permanent URL"

Extra line spaces have been added to make room for all this red ink

Author, A. (2022). *The book title: Italicized and written in sentence case* (1st ed.). Publisher.

Authors are cited by surname and initials

Edition number is not italicized

Author, A., & Author, B. (2022). The article title is also written in sentence case, but not

italicized. *The Journal Title is italicized*, (1)2, 34–56. <https://doi:xxxxxxx>

Academic journals with an online version will often include a DOI

hanging indent!

Journal title and volume number are italicized, but issue number and page range are not

Author, A., Author, B., & Author, C. (May 1, 2022). The title of the newspaper article or blog post

is not italicized. *Name of the Website is italicized*. <https://www.link-to-article-goes-here>

No punctuation after a URL!

Use (n.d.) when a source doesn't have a publication year

Purdue Online Writing Lab (n.d.). *APA style* (7th edition).

If author and website titles are the same, no need to use twice.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

[html](#)

REMEMBER
Let a URL break naturally!
Do not add hyphens—it will change the link

Because Wikipedia articles don't have a single author, use the title.

italics

Title of a Wikipedia article. (2022, May 1). *In Wikipedia*. <https://en.wikipedia.org/permalink->

[to-most-recent-archived-version-of-article](#)

Wikipedia keeps a record of changes to a page—use the most recent archived version for publication date and URL

Appendix

TL;DR Checklist for APA 7

BASIC ELEMENTS



Title Page

Title

Author name(s)

School, department

all centered
title in bold

Class number: class name

Instructor name

Due date

? Abstract (optional)



The paper

Introduction + thesis

Main Points

Conclusion + restate thesis



References

? Appendix (optional)

GENERAL FORMATTING



1-inch margins



Page numbers on *every* page!

?

Running headers (optional)



Double-spaced lines



Left-justification



Indentation (0.5 inches)



Paragraphs: first line



References: hanging indent



Font: legible, accessible

Times New Roman ← 12 pt

Calibri, Georgia, Arial ← 11 pt

Lucida Sans Unicode ← 10 pt

HEADING LEVELS

Heading One

Heading Two

Heading Three

Heading Four.

Heading Five.

Bold
Title Case

CITATIONS

In-text citation

Author Date Title Source

Reference list/full citation

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html