

PAPER FORMATTING IN APA STYLE, 7TH EDITION

SUMMARY OF MAIN GUIDELINES

The guidelines provided in this document may differ from your professors'. Always follow their guidelines and check with them if in doubt.

Remember that **simplicity**, **legibility**, and **consistency** are the basic principles of the APA's paper formatting guidelines.

In this handout:

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FONT AND SIZE

Use one of the following APA-approved fonts:

- Times New Roman (12 points)
- Arial (11 points)
- Georgia (11 points)
- Calibri (11 points)
- Lucida Sans Unicode (10 points)

Your professor may have a font preference; always check and follow their guidelines.

Make sure your font is **consistent** throughout the document.

PAGE NUMBERS

- **Count and number all pages**, including the **title page**.
- Use Arabic numerals (1, 2, 3, etc.) for page numbers on **every page**, including the title page.
- Place the page number in the **top right corner** of each page, without punctuation or "p."
 - Use your word-processing program's automatic page-numbering feature.

- You may need to change the font to the one you've chosen for your paper; word-processing programs often use their default font, such as Calibri, for page numbers.

MARGINS AND PARAGRAPH ALIGNMENT

- Margins are **2.54 cm** (1 inch) on all **four sides** of the page.
 - This is the default margin in most word-processing programs, so you may not need to change it.
- **Align** the text to the **left only**; let each line end “unevenly.”

LINE SPACING

- **Double-space the entire document**, including the **title page** and the **reference list** (**within** and **between** entries).
- Do **not** add extra spacing between paragraphs; regular double-spacing applies.
 - You may need to modify the spacing between paragraphs in the Paragraph tab of your word-processing program; the latter automatically adds space that is unnecessary.
- **Indent** the **first line** of **each paragraph**.
 - Use your keyboard's tab key or automatic paragraph-formatting function, not the space bar.

BLOCK QUOTATIONS

If your quotation consists of **40 words or more**, it must be set apart from the main text in a separate block paragraph.

- Start a block quotation on a **new line**, but do not add any extra space before or after it.
- **Double-space** the block quotation.
- **Indent** the whole block 0.5 inch from the left margin.
 - Do not use the space bar; select the entire paragraph and use your keyboard's tab key to move it.
- Do **not** use **quotation marks**.
- Place the citation (author, year, page) in parentheses **after** the final period (see example below).
 - You can also cite the author and year in the narrative **before** the quotation and place **only the page number in parentheses** after the quotation's final punctuation.
- Your text continues on the **next line**, with no additional space.
 - If it is a **new paragraph**, simply **indent** the first line.

- If it is **not** a new paragraph, simply **align left** (see example below).

Block quotation example:

On the other hand,

the variety of opportunities the religious organizations make available for people to be together and talk out their emotional concerns become quite a different thing when assayed from the point of view of Sullivan's philosophy. Perhaps the champion, at least during the earlier periods of development, for most parish counselors, especially in Roman Catholic Ranks, has been Carl Jung. (Jackson, 1975, p. 12)

This suggests that...

HEADINGS AND SUBHEADINGS

Note: Headings and subheadings are **generally unnecessary** in shorter papers; check with your professor. If your paper is to be divided into sections using headings, follow the APA guidelines for its **five** predetermined levels.

- Do **not** add numbers (1, 2, 3, etc.) or letters (a, b, c, etc.) to your headings.
- Headings must be in the **same font and size** as the text.
 - You **will have to change** this if you are using your word-processing program's pre-established heading styles.
- Regular double-space applies to headings. Do **not** add an additional blank line before or after a heading.
- Use **title case** for headings (major words are capitalized; most minor words are lowercase).

HEADINGS AND SUBHEADINGS (CONTINUED)

LEVEL	FORMAT
1	Heading is Centered and in Bold Text starts here.
2	Heading is Aligned Left and in Bold Text starts here.
3	<i>Heading is Aligned Left, in Bold and Italics</i> Text starts here.
4	Heading is Indented and in Bold and Ends with a Period. Text starts here and continues as a regular paragraph.
5	<i>Heading is Indented, in Bold and Italics, and Ends with a Period.</i> Text starts here and continues as a regular paragraph.

REFERENCES

This section provides guidance on formatting the reference list only. For examples and information about reference list entries, consult our APA 7th ed. citation handout.

- Place the section label **References** centred at the top of a new page (in bold, and in the same font and size as your text).
- **Double-space the whole reference list** (within each individual entry and between entries). Do not add extra space between entries.
- Reference list entries have a **hanging indent of 0.5 in.**—i.e. the **first line is flush with the left margin and all subsequent lines are indented 0.5 in.** from the left margin (see examples provided in the APA 7th ed. citation handout).

TITLE PAGE

