

APA Style 7th Edition

The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines. The following guidelines are based on the *Publication Manual of the American Psychological Association, Seventh Edition* (2020). For each topic, the corresponding section in the handbook is listed in parentheses.

General Format (APA Manual chapter 2)

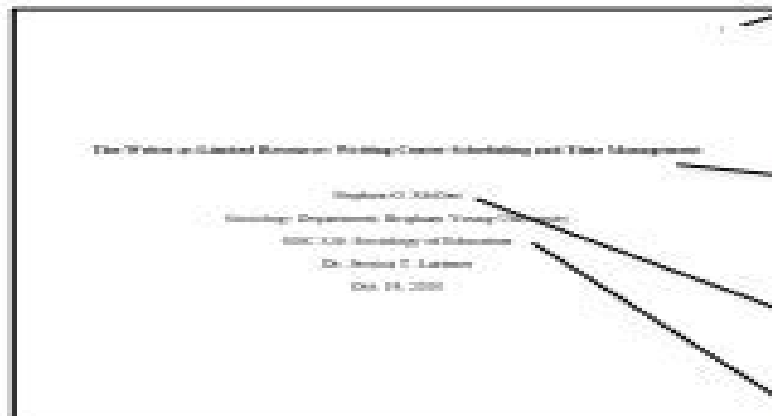
Font (2.19): Clear, standard size (Times New Roman, 12-point font is preferred)

Line Spacing (2.21): Double-spaced, no extra spaces between headings or body paragraphs

Margins (2.22): 1-inch margins on all sides

Title Page (APA Manual 2.3–2.7)

Your title page identifies you and announces the topic of the paper and your affiliations.



Page Number (2.18): Use the “Insert Page Number” feature to include numbering flush-right in the header.

Running Head (2.8): Running heads are **no longer required** unless an instructor requests them or the manuscript is being submitted for publication.

Title (2.4): Bold face the title and center it between the margins in the upper half of the title page (e.g., three or four lines from the top margin). **Note:** You will also include this title on the first page of the body text.

Author Name (Byline) (2.5): Place your name beneath the full title, with an empty line between them. Including your middle initial is preferred.

Author Affiliation (2.6): Give the full name of your institutional affiliation, with the department and university names separated by a comma. The course title, instructor, and assignment due date follow on their own lines.

Optional Abstract (APA Manual 2.9)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. **APA no longer expects abstracts for student papers, but some instructors may still require them.** If required, an abstract should summarize your major points in the same order they are presented in the paper.



Title: Title the page “Abstract” (bold-faced and centered in the same formatting as your paper title).

Body: Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.

Style Ease For Apa Style

Mike Jess



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