

APA 7TH EDITION

Citation & Style Guide



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Acceptable Fonts and Sizes

Arial: 11; Calibri: 11; Computer Modern: 10; Georgia: 11; and Lucida San Unicode: 10; and Times New Roman: 12

Spacing & Page Numbers

Everything is double-spaced, including the References page.

There are one-inch (1”) margins on all sides.

Use a single space after end punctuation (e.g., period, question mark, exclamation point).

Insert the page number in the top right-hand corner on each page, including the title page.

Title Page

The title page does not have the body of your paper on it.

Title is bold and centered about five lines down.

The first letter of each word in the title should be capitalized (except “a,” “an,” “and,” “as,” “at,” “but,” “by,” “for,” “if,” “nor,” “of,” “off,” “on,” “or,” “per,” “so,” “the,” “to,” “up,” “via,” “yet,” unless the first word of a title, the first word after a colon, or the first word after end punctuation).

The following are not bolded, but still centered:

Two spaces down, enter your name, including your middle initial (e.g., Anne R. Stanley).

Two spaces down, enter the department name (e.g., Department of Psychology).

Two spaces down, enter course name and course title (e.g., PS101: Introduction to Psychology).

Two spaces down, enter the professor’s name (e.g., Dr. Medina).

Two spaces down, enter the date (e.g., November 19, 2022).

See next page for an example.

Effects of Racism on Child and Adolescent Health and Development

Anne R. Stanley

Department of Psychology

PS101: Introduction to Psychology

Dr. Medina

November 19, 2022

Abstract

APA no longer requires abstracts for student papers.

Body of the Paper

Each paragraph is indented, and all of rest of the text is justified on the left-hand side of the page.

Example:

Howard Stern was featured in the June 2019 issue of *Rolling Stone*, and the article portrayed him as down-to-earth.

Subheadings (Level 1)

The Level 1 heading (e.g., Method, Results, Conclusion) is bold and centered. The first letter of each word in the heading should be capitalized (except “a,” “an,” “and,” “as,” “at,” “but,” “by,” “for,” “if,” “nor,” “of,” “off,” “on,” “or,” “per,” “so,” “the,” “to,” “up,” “via,” “yet,” unless the first word of a title, the first word after a colon, or the first word after end punctuation).

Example:

Method

In-Text Citations

Direct Quotes (Exact words of author(s))

You will need to include the page number for direct quotes.

Example: “I have always believed that a writer has got to remain an outsider” (Wilson, 2020, p. 34).

Block Quotes

For direct quotes that are 40 words or more, you need to indent the quote five spaces from the left (still double-spaced), but you do not need quotation marks. The citation comes at the end of the “block” using the same format as above.

Example:

For direct quotes that are 40 words or more, you need to indent the quote five spaces from the left (still double-spaced), but you do not need quotation marks. The citation comes at the end of the “block” using the same format as above. (Wilson, 2020)

Paraphrasing (Summarizing/putting author's ideas into your own words)

Example: According to Wilson (2020), writers must always be outsiders (p. 34).

For citations with one author, you just need the author's last name, followed by a comma, and then the year. This all goes in parentheses with a period after the second parenthesis.

Example: (Wilson, 2020).

For citations with two authors, you just need each of the author's last names, separated by an ampersand (&), with the second author's name followed by a comma, and then the year. This is all in parentheses with a period after the second parenthesis.

Example: (Wilson & Johnson, 2020).

Citations with three or more authors are shortened to include just the first author's last name and then "et al." followed by the year—all in parentheses with a period after the second parenthesis.

Example: (Wilson et al., 2020).

Narrative Citations (When the citation is within the text you are writing)

Examples:

Wilson (2020) emphatically states that, "I have always believed that a writer has got to remain an outsider" (p. 34).

According to Wilson (2020), writers must always be outsiders (p. 34).

References

The References page is an alphabetized list of materials that you have cited in your paper. It is placed after the body of the paper, where you will start a new page with "References" at the top in bold and centered.

See next page for an example.

References

- Coleman, D.T. (2020, February 14). *The long and winding path to the hospital*. PBS.
<http://www.pbs.org/long-and-winding-path-to-the-hospital/index.html>
- Hawthorne, R.O., & Gonzalez, S.N. (2020). Gun rights. In J. Walsh (Ed.), *Gun violence* (7th ed., pp. 99-117). Penguin. <https://www.penguin.com/gunviolence>
- Kotter, E.B., & Drucker, C.P. (2020). *American criminology*. (7th ed.). Knopf.
- People for the Ethical Treatment of Animals. (2020, October 6). *Vivisection*.
<https://www.peta.org/vivisection>
- Roth, L.T. (2020, October 6). How many eggs can you put in one basket? *The Boston Globe*, B4, B9.
- Scorsese, M. (Director). (2021). *Killers of the Flower Moon* [Film]. Paramount Pictures.
- Solomon, T.R. (2020). Gun violence: Proactive policing in the community. *Criminology & Public Policy*, 6(3), 63-89. <https://doi.org/0.1111/1735-9153.12447>
- Wilson, C.M., Johnson, A. R., & Froggat, D.T. (2020, October 6). Broken windows: Cracks in the system. *Criminology & Public Policy*, 6(3), 63-89.
<https://doi.org/0.1111/1735-9153.12447>

The first line of each citation should be left-hand justified, and then use a hanging indent for each of the ensuing lines.

Note: To create a hanging indent, click to the right of where it reads "Paragraph" at the top of the page to see "Paragraph Settings." Under "Line spacing," choose "Double;" under "Indentation," choose "Left" and then increase spacing to ".5." and finally under "Special," choose "Hanging."

Assembling Citations

For Magazine Articles or Journal Articles with One Author

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Year of Publication). Title of article. *Name of Periodical, volume(issue), #-#*. web address

Example:

Solomon, T.R. (2020). Gun violence: Proactive policing in the community. *Criminology & Public Policy, 6(3)*, 63-89. <https://doi.org/0.1111/1735-9153.12447>

For Magazine Articles or Journal Articles with Two or More Authors (and a specific date)

Example:

Wilson, C.M., Johnson, A. R., & Froggat, D.T. (2020, October 6). Broken windows: Cracks in the system. *Criminology & Public Policy, 6(3)*, 63-89.
<https://doi.org/0.1111/1735-9153.12447>

Note: Include up to 20 authors, using the same format. If there is no date of publication, use n.d.

For Books

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Copyright Year). *Title of book* (edition). Publisher. web address [if viewed online]

Example:

Kotter, E.B., & Drucker, C.P. (2020). *American criminology*. (7th ed.). Knopf.
<http://www.knopf.com/americancriminology>

For Chapters in Edited Books

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Copyright Year). Title of book chapter. In Editor's First Initial of First Name and Last Name (Ed.), *Title of book* (edition., page range). Publisher. web address [if viewed online]

Example:

Hawthorne, R.O., & Gonzalez, S.N. (2020). Gun rights. In J. Walsh (Ed.), *Gun violence* (7th ed., pp. 99-117). Penguin. <https://www.penguin.com/gunviolence>

For Websites

Author. (Date of publication). *Title of document or page*. web address

Example:

People for the Ethical Treatment of Animals. (2020, October 6). *Vivisection*.

<https://www.peta.org/vivisection>

For Web Pages on News Websites

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Date of Publication). *Title of article*. Site Name. web address

Example:

Coleman, D.T. (2020, February 14). *The long and winding path to the hospital*. PBS.

<http://www.pbs.org/long-and-winding-path-to-the-hospital/index.html>

For Newspapers

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Date of Publication). Title of article. *Title of newspaper*, page range. web address [if viewed online]

Example:

Roth, L.T. (2020, October 6). How many eggs can you put in one basket? *The Boston*

Globe, B4, B9. <https://www.bostonglobe.com/2020/10/6/metro/how-many-eggs-can-you-put-in-one-basket/>

For Films

Film Director's Last Name, First Initial of First Name. (Director). (Release Year). *Title of motion picture* [Film]. Production Company.

Example:

Scorsese, M. (Director). (2021). *Killers of the Flower Moon* [Film]. Paramount Pictures.

For Blogs

Author's Last Name, First Initial of First Name. (Date of Publication). Post title. *Blog Name*.

web address

Example:

Sherman, R. (2020, November 5). Promoting diversity of ideas and inclusion. *Emerging RN*

Leader. <https://www.emergingrnleader.com/home-blog/>

For Dissertations

Author's Last Name, First Initial of First Name. First Initial of Middle Name. (Year). *Title of*

dissertation or thesis. [Doctoral dissertation or master's thesis, Name of Institution

Awarding Degree]. Database Name.

Example:

Duis, J. M. (2008). *Acid/base chemistry and related organic chemistry conceptions of*

undergraduate organic chemistry students. [Doctoral dissertation, University of Northern

Colorado]. ProQuest Dissertations and Theses Global.

For Government Sites:

Corporation/Group/Organization's Name. (Date of Publication). *Title of page*. web address

Example:

Centers for Disease Control and Prevention. (2020, October 29). *How to select, wear, and clean*

your mask. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

For Federal Statutes

Name of Act, Title Source § Section Number (Year). web address

Example:

Americans With Disabilities Act, 20 U.S.C. § 6301 (2015). https://www.ada.gov/2015_regs.html

Other Considerations

Instead of using “his or her,” you are encouraged to use “they.”

All numbers smaller than 10 are written out (e.g., four), except for money (e.g., \$1.47).

For Additional Help

<https://apastyle.apa.org/instructional-aids/student-paper-setup-guide.pdf>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Contact the Library: library@fisher.edu / 617.236.8875