# New APA 7ᵗʰ Formatting and Style Guide

**Paper Format**

The preparation of research papers in APA style for students is discussed in the new 7ᵗʰ edition of the *Publication Manual of the American Psychological Association* (2020). Here are some guidelines for formatting a paper using *APA style, 7ᵗʰ edition* - but always follow your professor's instructions if they are different than these*.*

**General Guidelines for Whole Paper - often these are the default settings** *(See Samples on page 2)*

- Set the margins of your document to 1 inch on all sides, left-justified.
- Use a legible font, such as Calibri, 11-point font size; Arial, 11 pt.; Times New Roman, 12 pt.; Georgia, 11 pt.
- For student papers, the only thing needed in the header is the page number on the right.
- Double-space the whole paper – that is <u>not</u> the default and will need to be changed.

**Formatting the Cover Sheet/ Title Page of Your Paper** *(See sample on top of page 2)*

- Center everything on the title page.
- Hit Enter key a few times to move down the page, then type the title of your paper there, in bold; the title should be in Title Case (capitalize the first letter of most words), not in all upper or lower-case letters.
- Hit enter again to add an extra blank line between the title and the rest of the info on this page.
- Add your name, then the College, then the number & name of the course, the professor's name, and the date due, all on separate lines and double-spaced, not bold.

**Formatting the Body of Your Paper** *(See sample in center of page 2)*

- Ask your instructor if you need an "Abstract" page for your paper (APA does not require them for student papers).
- On the first full page of the body of the paper, bold and center the title of your paper, in Title Case.
- Double space between the title and the first line of the paper's text, which should be left-justified.
- Indent the first line of each paragraph one half-inch from the left margin, using the Tab key.

**Section Headings**

Writers sometimes use Section Headings to improve a paper's readability. These sections include individual named parts of a paper.  For most student papers, you would normally need only one type of heading (Level 1) – it should be centered and bolded.  Here are some examples for different types of papers:
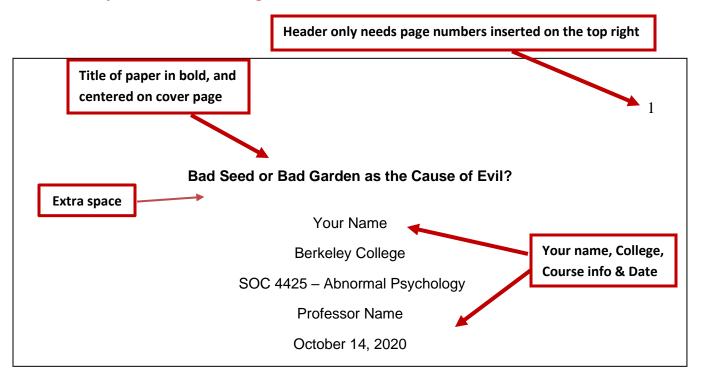
| Background | Strengths | Causes and Incidence |
|:---:|:---:|:---:|
| Methods | Weaknesses | Signs and Symptoms |
| Results | Opportunities | Diagnosis |
| Discussion | Threats | Treatments |

**References Page** *(See sample on bottom of page 2)*

Full citations go on a separate page at the end, called References (centered and bold). They should be alphabetized by the author's last name or first word that begins each citation, and are double-spaced and formatted as hanging indents.

# *APA 7th Sample - Title/Cover Page:*

Header only needs page numbers inserted on the top right

Title of paper in bold, and centered on cover page

1

**Bad Seed or Bad Garden as the Cause of Evil?**

Extra space

Your Name

Berkeley College

SOC 4425 – Abnormal Psychology

Professor Name

October 14, 2020

Your name, College, Course info & Date

# *APA 7th Sample - 1st Page of Paper:*

Page numbers in header

Title of paper, centered, in bold

2

**Bad Seed or Bad Garden as the Cause of Evil?**

Is the origin of "evil" in the person, or the situation and system surrounding the person? Is it possible for "good" people to do bad things under certain circumstances? Whatever public opinion is now, social psychology has been exploring these age-old questions for decades.

The Stanford Prison Experiment took ordinary, well-adjusted, middle and upper-class college student volunteers, and randomly divided them into guards or prisoners for a week to see if it would affect their behavior (Zimbardo, 2007). What they found surprised even the researchers.

In-Text cite (author, year) in body of paper "points to" full info on References page for this print book (where student read about Stanford Prison Experiment)

# *APA 7th Sample - References Page:*

7

**References**

References centered and bold

Zimbardo, P.G. (2007). *The Lucifer effect: understanding how good people turn evil.* Random

House.