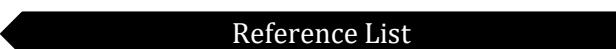# BEREA COLLEGE
CENTER FOR TEACHING AND LEARNING

APA Style Tipsheet—7th Edition

Format

When writing an essay in APA, it will always include these four sections:

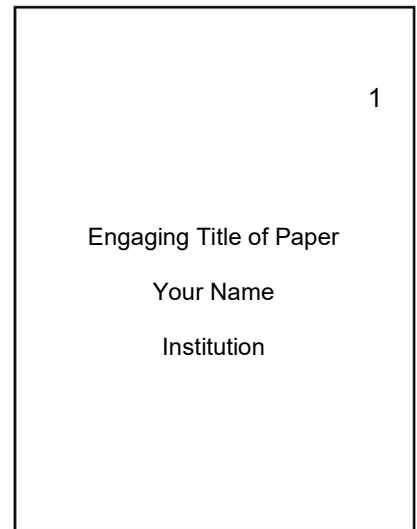① Title Page
② Abstract
③ Body
④ Reference List

Remember to always ask your professor for the formatting requirements they would prefer to use for the assignment. Some questions to consider are:

● Does the assignment call for a title page?
● Does the assignment call for an abstract?
● Does your professor prefer headings and subheadings in the body of the essay?

① **Title Page** Also known as the cover page, a title page is the first page a reader will encounter when reading your essay. The title page should be centered in the upper half of the page and should contain the following components:

1. Page number in the top, right corner
2. Title of the essay, your name, and the institution in the upper center

1

Engaging Title of Paper

Your Name

Institution

3. Note: In the sixth edition of the APA Style, there used to be a "running head" that was found in the upper left corner. It would appear in this location throughout the entire essay, but there is no longer a need to include it in the seventh edition. With this being said, make sure to ask your professor if they still want you to include this on their assignments.

(2) **Abstract** An abstract is a 150-250 word, one-paragraph summary of your paper/research. Abstracts have no indentation and the heading (Abstract) should be centered. Your abstract should include the important points of your paper: the topic, the methods, the results or significant findings, keywords, etc. The abstract always goes before your title page and before the body of your paper begins.

(3) **Body** The body of your paper should have a strong thesis that serves as a model for the organization of the rest of your essay. APA is most commonly used in science/social science writing, which emphasizes the importance of the date of publication, the publication source, and the credibility of the author(s).In-text citations in APA format consist of the name, date, and page numbers of the source, and each element is separated by a comma.

● Example of in-text citation: (Forester, 2018, p.18)
● Note: If the author's name is mentioned within the sentence, include the year in parenthesis immediately after the author's name and the page number in parenthesis at the end of the sentence. Example: Forester (2015) explains that little seagulls are good at citing sources (p. 26).

● Changes in Seventh Edition That Take Place in Body:
  ○ You no longer need to double space after the punctuation of every sentence, which the sixth edition requires.
  ○ It is recommended in the seventh edition to use "they" when referring to any person who prefers this pronoun or if their gender is unknown/irrelevant to the context of the essay. When using "they," it is inclusive to all genders and defers students from making conclusions about the gender of the person they are citing.

Example: The teacher gave "their" students the assignment sheet for the next essay.

- ○ Use "quotation marks" instead of italics when you are showing a unique example.

  Correct Example: "Use the singular pronoun 'they' to refer to a person who prefers that pronoun or when the gender of the person is 'unknown or irrelevant to the context of the usage' (APA, 2020, p. 120)." (Example from LaBate)

- ○ The seventh edition also changes the in-text citations for sources with three or more authors. You can now use "et al." for any source that has three or more authors. This is different than the sixth edition, which only allows writers to use "et al." if a source has six or more authors.

④ ◀ References   In the Reference List, you give credit to all of the resources you used in your paper. "References" is centered at the top of the page, and the references used in writing your essay are located underneath. Each citation should be left-aligned and formatted with a hanging indent.

General Reference Format for Book:

Last Name, First Initial. (Year). Book title in italics with only the first word capitalized unless punctuated like the following: That colon.Publisher.

Book Example:

Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for journal publication. American Psychological Association

General Reference Format for Periodical:

Last Name, First Initial. (Year). Article title with only the first word capitalized unless there is punctuation; The first word after this semicolon should be capitalized. Periodical Title in italics, volume number initalics (issue number in regular font), pg-range with hyphen. DOI or URL.

Periodical Example with DOI/URL:

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography.
    European Journal of Marketing, 41, 1245-1283.
    doi:10.1108/03090560710821161.

General Format for Websites:

Last Name, First. Initial, & Last Name, First Initial (Date of publication).Title of
    document. Retrieved from http://Web address.

Website Example:

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A.
    (2010, May 5). General format. Retrieved from
    http://owl.english.purdue.edu/owl/resource/560/01/.

General Format for Online Media:

Last Name, Initials. [Twitter handle or full first name on Facebook]. (Year, Month Day).
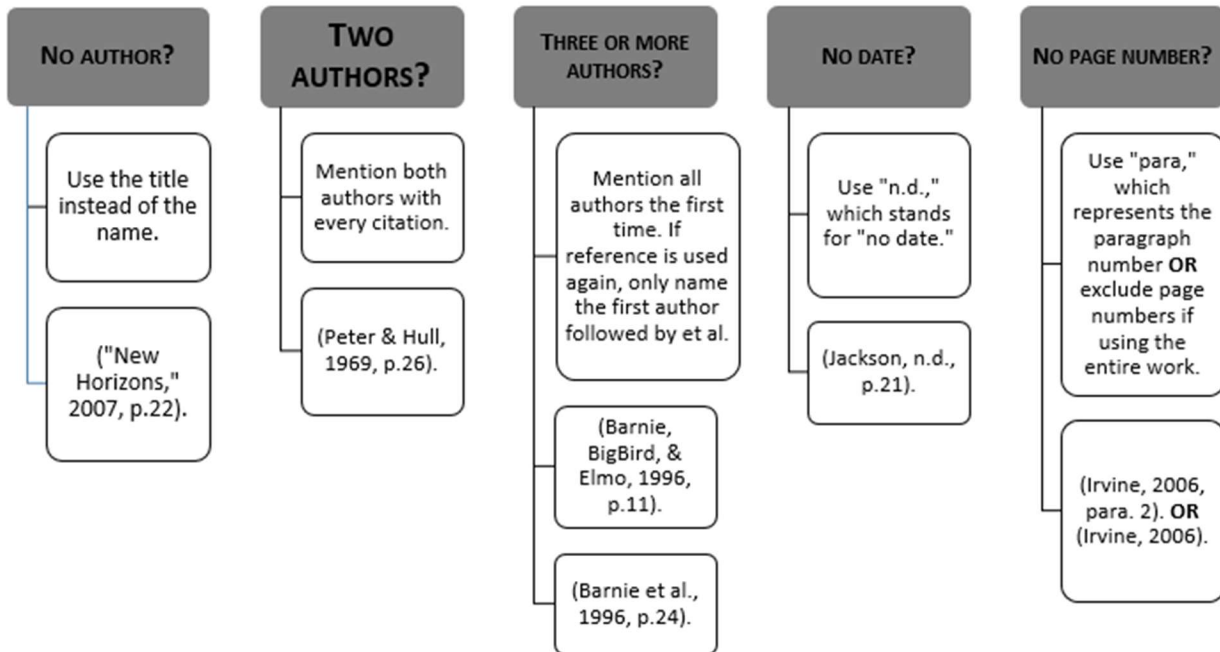   Title of post or Content of post up to 40 words [Name of Platform/Media]. URL

Online Media Example (Facebook Post):

Obama, B. (2016, June 21). This is the only planet we've got, and we have to do
    everything we can to protect it-- including action to fight climate change
    [Facebook post]. www.facebook.com/barackobama
    https://www.facebook.com/USInterior/photos/a.155163054537384/2586475451406120/?t
    ype=3&theater

Changes in Seventh Edition that Take Place in References:
- You do not have to include the place of publication in the reference citations.
- You have to include issue numbers for journal citations.
- You do not have to include "Retrieved from" or "Accessed from" when using
  hyperlinks in your reference list. With this being said, you should always make the
  hyperlinks live so that your professor can access the material through your
  reference list.

APA Quick Reference

NO AUTHOR?	TWO AUTHORS?	THREE OR MORE AUTHORS?	NO DATE?	NO PAGE NUMBER?
Use the title instead of the name.	Mention both authors with every citation.	Mention all authors the first time. If reference is used again, only name the first author followed by et al.	Use "n.d.," which stands for "no date."	Use "para," which represents the paragraph number OR exclude page numbers if using the entire work.
("New Horizons," 2007, p.22).	(Peter & Hull, 1969, p.26).	(Barnie, BigBird, & Elmo, 1996, p.11).	(Jackson, n.d., p.21).	(Irvine, 2006, para. 2). OR (Irvine, 2006).
		(Barnie et al., 1996, p.24).		

APA Style Tipsheet References

Brody, M., Bullock, R., & Weinberg, F. (2017). Write. In The Little Seagull Handbook with
   Exercises (pp. 1—88). New York: W.W. Norton & Company.

Paiz, J. M., Angeli, E. A., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund,
   L., Brizee, A., Keck, R. (2018, February 21). APA formatting and style guide.
   Retrieved from https://owl.english.purdue.edu/owl/resource/560/01/

LaBate, J. (2020). APA changes in new seventh edition.The Startup.
   https://medium.com/swlh/apa-changes-in-the-new-seventh-edition-4a9d12cec62b

Our Font Choice, Dyslexie, is designed to ease the reading process for people with dyslexia.
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