

## 2020 APA 7th Edition Guide

**Note:** This guide was written following the 7th edition APA guideline. It is strongly suggested to either follow the instructions given by your instructor of which edition to use or ask for their preference of which edition to use.

### 1. **Your Title Page**

Your title page will consist of seven things: the title, your name, the school you currently attend, the course number and name, the instructor's name, the due date, and the page number.

#### *Page Number:*

The page number is specified at the top right corner of the page. The title page is numbered "1".

#### *Title:*

Before you start you should be sure to have line spacing set to double and set to center alignment. You will want to place the title of your paper on the upper half of the page, centered.

#### *Author/Institution Name(s):*

After placing your title and leaving the alignment on center you will type your name, the school you currently attend, the course number and name, the instructor's name, and the due date.

### 2. **Body of Your Paper**

*Abstract:*

If required, an APA abstract will appear on the second page of your paper. You will center the word “Abstract” at the top of the page. Then space down one double spaced line and indent. From there use the Tab key to start a new paragraph. This abstract should be no more than a paragraph long and outline your thesis, main points, and conclusion.

*Margins:*

Margins should be 1” inch on all sides.

*Paragraphs:*

Indent paragraphs (using the “Tab” button on your computer will work). Always double-space Do not justify the right edges of paragraphs. Do not use a hyphen to break a word between two lines.

*Titles:*

In the title of an article, book, journal, etc. capitalize all major words that are four letters or more and all verbs. (On your reference page, capitalize only the first word of the title and all proper nouns, as well as the first word after a colon.)

Put titles of articles or chapters of a book in quotation marks:

“Students Return to APA Rehab Program”

Put titles of journals and books in italics:

*One APA Addict’s Road to Recovery*

*Block Quotes:*

When using a direct quote 40 words or more long put it in block format. You will indent the quotation for an additional 5 spaces and do **not** use quotation marks. To end the block quote, place your citation after the period.

### 3. In-Text Citations

*How do I cite?*

APA format gives credit in two ways: *In-text citations*, which goes in the body of your paper, and a *reference page*, which comes at the end. (The Reference Page is covered in the following pages).

*When do I cite?*

You will make a citation anytime you use someone else's information:

1. After a direct quote
2. After a paraphrased

*In-text citations will follow this format:*

With a direct quote: (Author's last name, date, page number).

With a paraphrase: (Author's last name, date).

*In-text citations when:*

- **There is no author**

Use the first few words of the title in quotation marks (if it's an article) or italicized (if it's a book): ("APA Papers," 2020, p.2). Or (*Using APA Format*, 2020, p.2).

- **There is no date**

Use the initials "n.d.": (Brown, n.d., p. 4)

- **There is no page number**

Use the paragraph number (along with “para.”): (Brown, 2007, para. 41)

- **There are three or more authors**

According to the 7th edition regardless of the type of source you only have to list three of the authors followed by “et al.”

*Example:* (Grey, Johnson, Ramirez, et al. 2020)

The only exception to this happens when two of your sources have first listed authors with the same last name. When this happens you will list as many names needed to differentiate the papers followed by “et al.”

*In-text citations can appear at the end of a sentence:*

Many students reap uncontrollably when forced to use APA format for research papers (Brown, 2020).

\*Since this is a paraphrase the citation does **not** require a page number.

#### 4. **Reference Page**

Your last page is the reference page which is a list of all the sources you used. You will title this page “References”. The entire page will be double spaced and arranged alphabetically by the author’s last name. APA format requires a hanging indent, so every line after the first of each entry. The basic **reference entry** should look like this:

Last name, first initial. (Year.) Title of the article. *Title of journal or magazine, volume number, and page number.*

#### **Types of Reference Entries:**

*A newspaper article*

Jones, B. (2020, March 23). Why students hate APA. *The San Francisco Times*, p. A12.

***A newspaper article from the Internet***

Jones, B. (2020, March 23). Why students hate APA. *The San Francisco Times*. Retrieved from <http://sanfranciscotimes.com/2020/APA.html>

***A journal with DOI***

Bradley, M., & Schultz, F. (2010). Lives of students: Why research papers kill. *Academia Today*, 27, 268-275. doi:10.1080/1462220031000143849

***A journal without DOI***

Bradley, M., & Schultz, F. (2010). Lives of students: Why research papers kill.

*Academia Today*, 27, 268-275. Retrieved from <http://find.galegroup.com>

***A website (which often has no date or author):***

National Association of APA Advocates. (n.d.). 2020 budget. Retrieved from

<http://naapaa.org/documents/2019/2020budget.html>

***A book***

Hopkins, A. (2010). *How APA changed my life*. New York, NY: Random House.

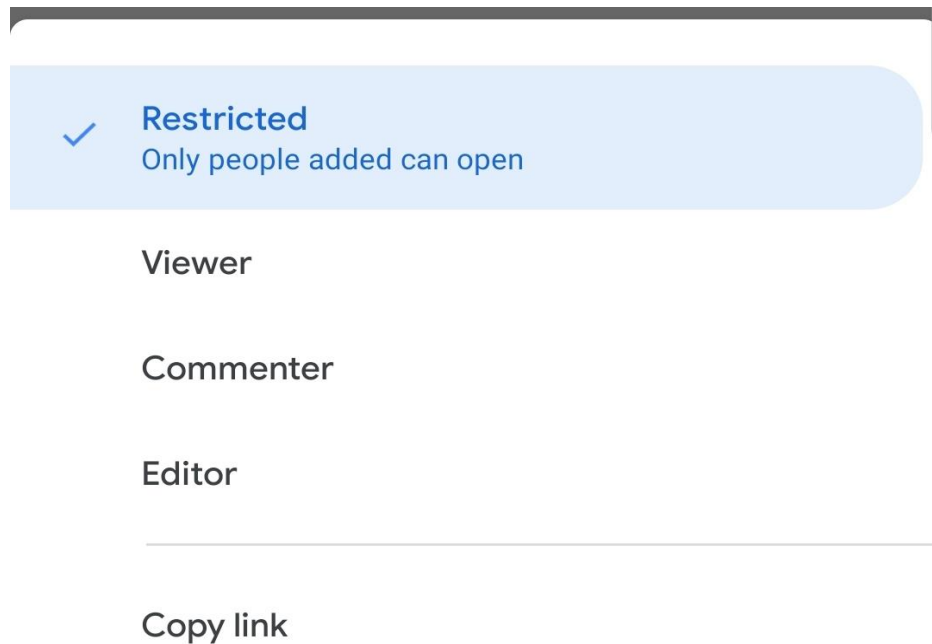
**5. Sharing on Google Docs**

When using Google Docs there are two ways to share documents with others. In order to share you have to use the blue Share button in the top right corner of the screen.

This opens a separate window where you can simply start entering the name or email address of the person you want to share the document with. Before you share you can

decide what that person can do: view, edit, or comment. This allows you to have more control over what people do to your work.

Link sharing works in a similar way. The one difference being that you can copy and email the link to someone in a personal email. You still can choose what they can do with this link, but you may also make sure that only the recipients of the link can have access to it.



## 6. Sample Essay

### **APA Research Papers**

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ENG 110: Course Name

Instructor's Name

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APA research papers often elicit extreme emotional responses from students. For instance, Brown (2020) reports that students often weep uncontrollably when forced to use APA format for research papers:

Ten out of fifteen students recently surveyed said that writing APA papers led to spontaneous crying fits. These fits typically occurred ten to fifteen minutes after spending long periods of time writing and lasted anywhere from one to four hours. The affected students reported feeling unusually irritable. (para.42)

Brown's research concluded that APA papers are harmful not only to students' emotional health, but also to their physical well-being. In one extreme case, a twenty-two-year-old graduate student at the University of Pennsylvania became so frustrated with his 30-page psychology paper that he

began eating his notebook (Oakland, 2004). Cases of this kind have led to questioning in the academic world if APA format should continue to be used.

APA format is a controversial topic among psychology professors. Professor A. M. Jenkins of Princeton has begun a campaign to make APA illegal, claiming that the format's ill effects of students "far outweigh any positive consequences" ((Brown, 2020, p. 43). However, APA has some staunch supporters as well; the recently formed National Association of APA Advocates (NAAA) spent 1.2 million last year in advertising to improve the format's reputation (National Association of APA Advocates, n.d). Two hundred polarized at many universities. In 2007, faculty members at the University of Idaho went on strike while arguing about the benefits of APA format (Brown, 2020).



## References

- Bradley, M., & Schultz, F. (2007). Lives of the students: why research papers often lead to dementia. *Academia Today*, 27, 268-275. Doi: 10. 1123.1235-6543.25.6.445
- Brown, K. (2020). APA papers affect the emotional health of students. *Psychology Monthly*.  
Received from <http://www.pyschmonthly.org/articles/APA.html>
- Hopkins, A. (2006). *How APA format changed my life*. New York, NY: Random House.
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- Oakland, M. (2004). *Controversial citation formats revealed*. New York, NY: Columbia University Press.
- Streake, K., & Strike, M. (2000). Early insanity: two weeks in the life of a college freshman. *Education File*, 15, 27-39. Retrieved from <http://kvcc.lib.onef.edu/index/edj1.htm>