
APA 7TH EDITION: STUDENT ESSAY FORMAT

APA ESSAYS SHOULD:

- Be typed.
- Double-spaced (with no single spacing and no extra spacing anywhere).
- Use an acceptable font (ex. 11-pt Calibri, 11-pt Arial, 12-pt Times New Roman, or 11-pt Georgia).
- Have 1" (2.54cm) margins.

APA TITLE PAGE:

- Title (approximately 4 lines down from top of page, centered, and bolded; add an extra double space between Title line and Author line).
- Author's name (no titles or degrees).
- Affiliation (department name and university name, separated by a comma).
- Course code and Name (Example: WRT 1010: College Composition I).
- Instructor name.
- Due date (written in month, day, year format).

APA RUNNING HEAD:

- No running head is required, unless your professor requests it.
- Page numbers should be placed in the upper right corner, with the cover page as page number 1.

THE MAIN BODY OF AN APA PAPER:

- Type, bold, and center the title of the paper at the top of the page.
- Paragraphs should be indented five spaces or one-half inch by pressing Tab once.
- All sections should follow each other without any extra breaks or line spaces.

APA IN-TEXT CITATIONS:

- The in-text citation will be the author's last name, or an abbreviated source title, and the year of publication, separated by a comma and enclosed in parentheses.
- For direct quotations provide the author's name, the date of publication, and a page number, separated by commas.
- Use p. and pp. to indicate the page and pages where a direct quotations is located.
- For three or more authors, use the name of the first author and "et al."

APA SIGNAL PHRASES:

(Continued on reverse side)

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Additional online resources can be found at www.madonna.edu/owl

- Introduce quotations with a signal phrase or word.
- Place the date in parentheses immediately after the author's name when using a signal phrase.
- APA uses the past tense (-ed) or present perfect ("have" or "has") to introduce quotations and sources. Use present tense only to discuss applications or effects of a writer's own results

APA WEB SOURCES:

- The first few words of a title should be used if no author's name is given.
- When a source does not have pages or page numbers, writers may include paragraph numbers if they are printed on the source.

APA REFERENCES LIST:

- Each source cited in the paper must appear in the References list.
- Center and bold the title (References) at the top of the page.
- Order entries alphabetically by the surname of the first author of each work.
- A single reference can include up to 20 author names.

APA NAMES AND DATES:

- Invert authors' names (last name, followed by initials) and list the date of publication in parentheses, followed by a period. Use the title if no author's name is given.

APA TITLES, SUBTITLES AND NUMBERS (VOLUMES, ISSUES AND PAGES):

- For chapters, articles or essays in edited collections, capitalize only the first letter of the title, subtitle and all proper nouns. Do not italicize, underline, or put quotes around the titles of these short works.
- For books capitalize only the first letter of the title, subtitle and all proper nouns. Use italics for books and other long works.
- Use standard Title Case capitalization and italics for titles of periodicals, such as journals, magazines and newspapers.
- Volume, issue and page information, if present, is required. Italicize the volume, put issue numbers in parentheses and list page ranges.

APA PUBLISHERS AND DIGITAL SOURCES:

- Include the publisher's name but not the publisher's location for books.
- Use the digital object identifier (DOI) if a source in a database has one. The "DOI" label does not need to be included in the reference.
- If there is no DOI for an online source, give the URL. The phrase "Retrieved from" does not need to precede the URL. Use a retrieval date for a web source only if the contents are likely to change.

APA HANGING INDENT:

- Flush left the first line of the entry and hanging indent subsequent lines. Under Indentation, use the Special pull-down menu to select hanging indent by 0.5" (1.27cm).