



**FLEMING
COLLEGE
TORONTO**



APA STYLE

7th Edition

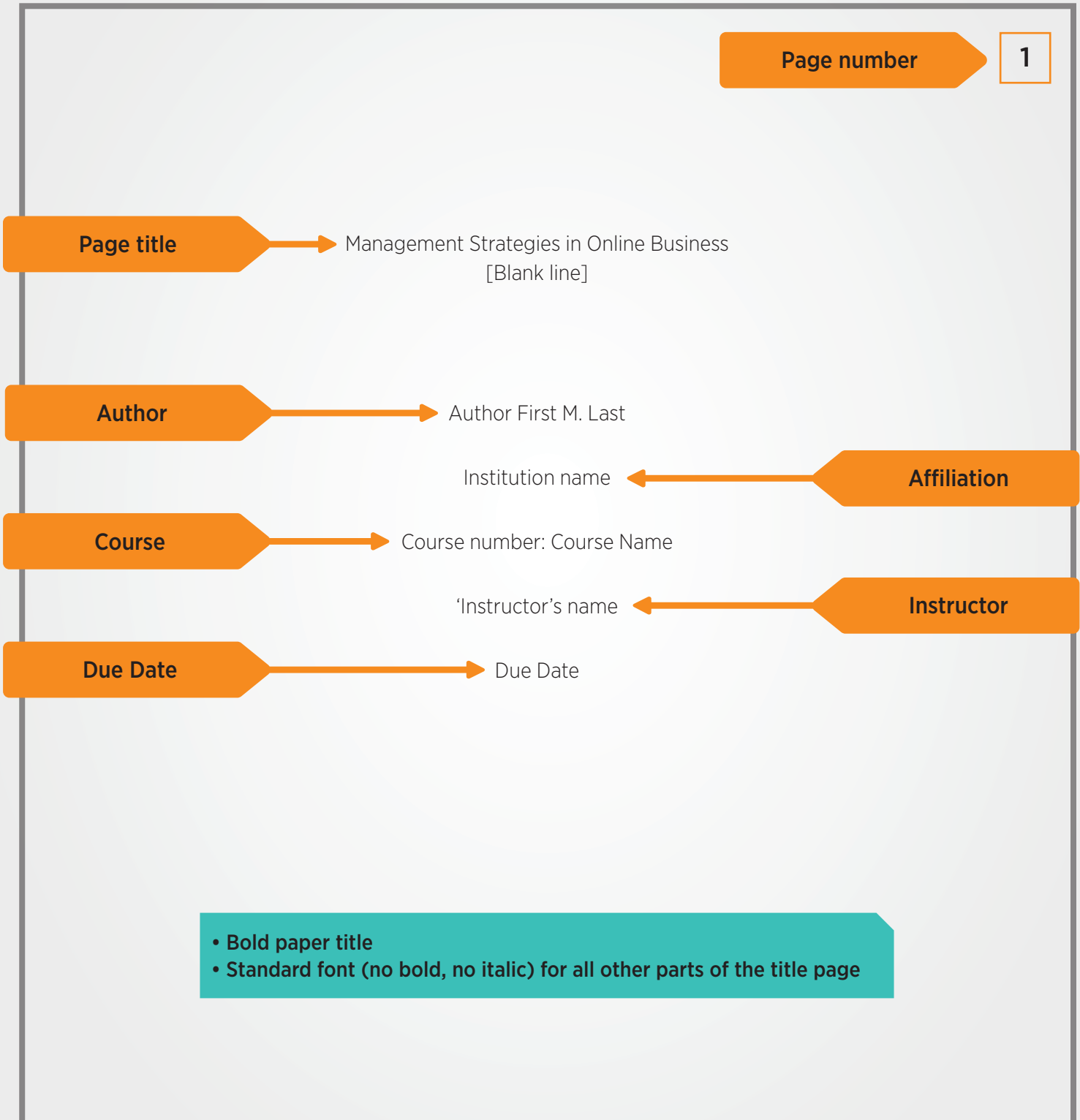
APA Style Guide

This guide aims to facilitate faculty members in accessing the components of APA 7 and then relay this information to students, thereby enabling them to produce papers of the highest quality.

In this guidebook, we will review some basic elements of APA 7 for faculty referral during the semester. These elements include:

- [Title Page setup](#)
- [Heading and subheadings](#)
- [Text setup](#)
- [Basic In-text Citations](#)
- [Tables and Figures setup](#)
- [Reference Page setup](#)

TITLE PAGE SETUP



Student papers do not include a running head unless requested by the instructor or institution.

Follow the guidelines below to assist in formatting a student title page.

Student title page	Format	Example
Paper title	<ul style="list-style-type: none"> • Position the title three to four lines below the top edge of the title page. • Center-align the title and format it in bold font. • Capitalize the major words of the title. • Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced. 	<p>Management Strategies in Online Business</p>
Author names	<ul style="list-style-type: none"> • Insert one double-spaced blank line between the paper title and the author names. • Center-align the author names on a separate line. <ul style="list-style-type: none"> • If there are two authors, connect them with the word “and” • if there are three or more authors, separate their names with commas and include the word “and” before the final author’s name. 	<p>Boyd L. Anderson and Adam Lawson</p>
Affiliation	<ul style="list-style-type: none"> • Include both the name of any department and the name of the college, separated by a comma. 	<p>School of Management, Niagara College Toronto</p>
Course number and name		<p>MGMT9710-G1, Business Management</p>

Student title page	Format	Example
Instructor name		Dr. Rowan K. James
Assignment due date		May 22, 2024 22 May 2024
Page number	<ul style="list-style-type: none"> • Use the page number 1 on the title page. • Use the automatic page-numbering to insert page numbers in the top right corner of the page header. 	1
Font	<p>Font options for APA 7 include the following:</p> <ul style="list-style-type: none"> • 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode • 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX) 	

Adapted from “Title page Setup” by American Psychological Association, July 2022.
<https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page>

APA HEADINGS AND SUBHEADINGS

Headings and subheadings in APA 7 are used to organize and structure the content of a paper, making it easier for readers to navigate and understand the material. They serve to clearly delineate different sections and topics, allowing readers to quickly find information relevant to their interests within the document.

APA headings have five possible levels, all of which have different formatting.

Level	APA Heading Format (7th ed.)
1	Center, Bold, Upper and Lowercase Heading Text begins as new paragraph.
2	Flush Left, Bold, Upper and Lowercase Heading Text begins as new paragraph.
3	<i>Flush Left, Bold, Italics, Upper and Lowercase Heading</i> Text begins as new paragraph.
4	Indent, Bold, Uppercase and Lowercase Heading with a Period at the End. Text begins on the same line.
5	<i>Indent, Bold, Italics, Uppercase and Lowercase Heading with a Period at the End.</i> Text begins on the same line.

Adapted from "APA 7th Edition Style Guide: Headings in APA" by IRSC Libraries, Feb. 2024.
[Headings in APA - APA 7th Edition Style Guide - LibGuides at Indian River State College](#)

Running head

STIGMATIC VIEWS AND MENTAL HEALTH

Page number

2

Level 2 heading

Data and Sample

Research participants were college students attending five North American universities. Participation was voluntary.

Method

Level 1 heading

Measurement

Second level 2 heading

Dependent Variable

Level 3 heading

The research investigated popular attitudes toward counselling in university students. The survey asked participants if they would use the counseling service.

Independent Variable

Second Level 3 heading

Missing values imputed with the mean/mode for interval variables as appropriate.

Level 4 heading

Stigma. The perceived scale was first provided by Khan(2007) and Khan et. al. (2016). Though the original scale included seventeen items (Khan 2007), we used the six-item scale used by Khan et, al. (2016).

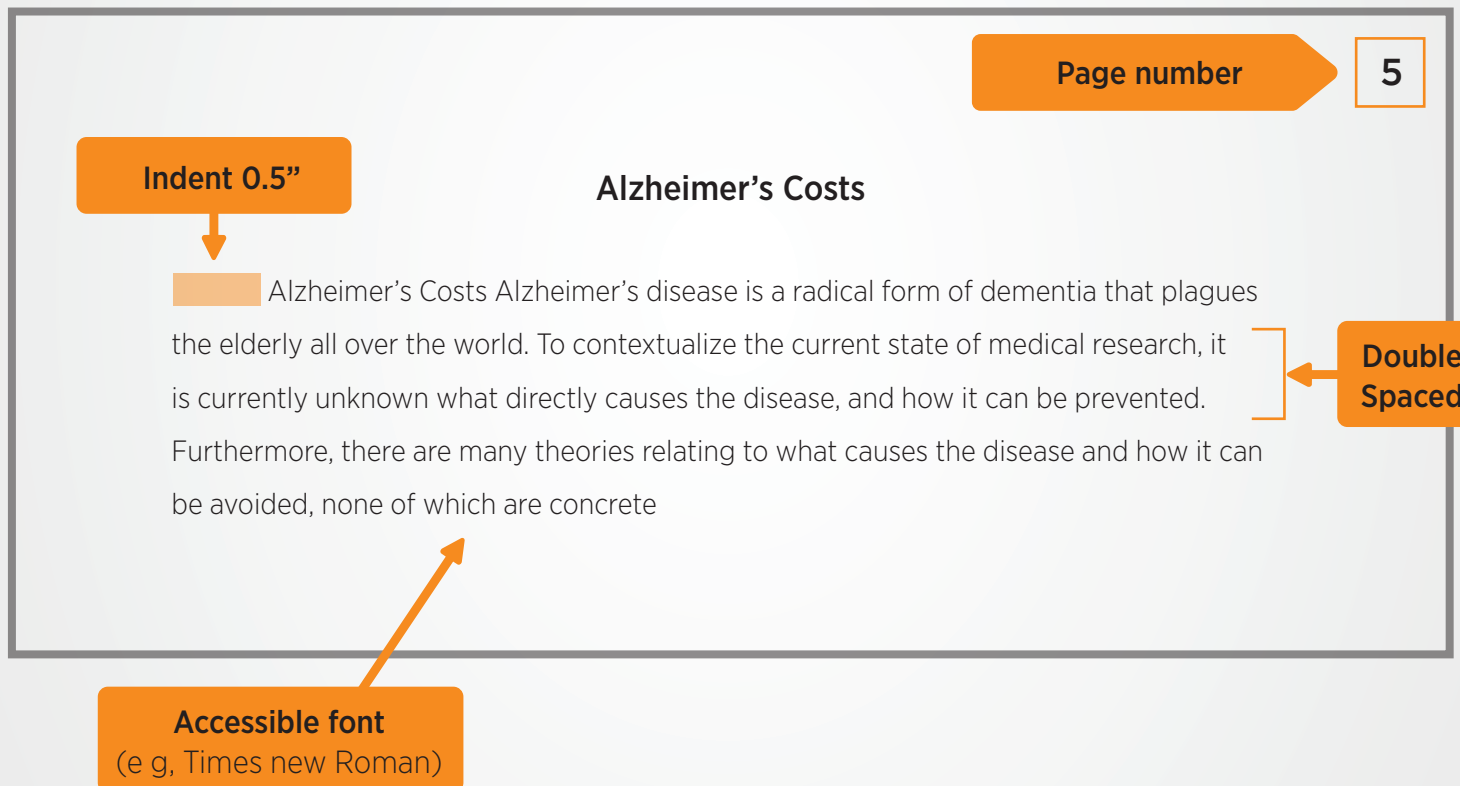
Level 5 heading

Perceived Stress Scale. We used the Perceived Stress Scale (PSS), a 13 - item scale delivered by McCoy, Sabates and D'Souza (1983) that measured perceived stress within the past two weeks.

TEXT SETUP

Throughout their papers, students need to apply the following APA format guidelines:

- ✓ Set page margins to 1 inch on all sides.
- ✓ Double-space all text, including headings.
- ✓ Indent the first line of every paragraph 0.5 inches.
- ✓ Use an accessible font (e.g., Times New Roman 12pt., Arial 11pt., or Georgia 11pt.).
- ✓ Include a page number on every page.



The diagram shows a page layout with the following elements:

- Page number:** 5, located in the top right corner.
- Section title:** **Alzheimer's Costs**, centered on the page.
- Text:** Alzheimer's Costs Alzheimer's disease is a radical form of dementia that plagues the elderly all over the world. To contextualize the current state of medical research, it is currently unknown what directly causes the disease, and how it can be prevented. Furthermore, there are many theories relating to what causes the disease and how it can be avoided, none of which are concrete
- Annotations:**
 - Indent 0.5":** An arrow points to the first line of the text, which is indented.
 - Accessible font:** An arrow points to the text, indicating the font used.
 - Double Spaced:** A bracket on the right side of the text indicates the spacing between lines.

IN TEXT-CITATION - THE BASICS

An in-text citation succinctly identifies the origin of information or ideas, aiding the reader in locating the corresponding entry in the reference list appended at the end of your paper. Students should include an in-text citation every time you paraphrase or quote from a source.

Citing a direct quote in APA style

To cite a quote in APA, you should include the following:

- ✓ Author's last name,
- ✓ The year the source was published
- ✓ The page number where the quote was found.

There are two types of APA in-text citation: parenthetical and narrative.

Parenthetical vs. narrative citations

You can either include the in-text citation within parentheses or seamlessly integrate it into a sentence. In a parenthetical citation, you enclose the entire citation within parentheses immediately following the quote and before the period (or other punctuation mark).

Parenthetical: A recent study of student plagiarism found that “plagiarism is often a matter of confusion rather than deception” **(Smith & Chen, 2020, p. 4)**.

In a narrative citation, the author(s) are integrated into your sentence. The year is enclosed in parentheses immediately following the author's name, and the page number is enclosed in parentheses directly after the quote. Citations can be positioned within or at the end of a sentence, right before the period.

Narrative: Smith and Chen (2020) argue that “plagiarism is often a matter of confusion rather than deception” **(p. 4)**.

You can introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to **Smith and Chen (2020)**, “plagiarism is often a matter of confusion rather than deception” **(p. 4)**.

Smith and Chen (2020) found “plagiarism is often a matter of confusion rather than deception (p. 4); what implications does this have for teachers?

Long Quotations or Block Quotations

If a quote has more than 40 words or more, it should be formatted as a block quote. To format a block quote in APA style, follow these guidelines:

- ✓ Do not use quotation marks.
- ✓ Start the quote on a new line.
- ✓ Indent 0.5 inches from the left margin.
- ✓ Maintain double spacing through the entire quote.
- ✓ If the block quote ends with a period, place the citation after the period.

Parenthetical Block Quote Example

Lorem ipsum dolor sit amet, consectetur adipiscing ellipt, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

This brings us to a brief history of Lorem Ipsum:

Signal phrase

**Indent
0.5"**

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a unique, type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. (Chavez, 2019, p. 86)

**Parenthetical follows
ending punctuation**

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Narrative Block Quote Example

Chavez (2019) explains a brief history of Lorem Ipsum:

Signal phrase

Indent
0.5"

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a unique, type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. (p. 86)

Parenthetical follows
ending punctuation

Long Quotations or Block Quotations

When paraphrasing an idea from another source, you need only include the author and year of publication in your in-text citation, and you can omit the page numbers. However, according to APA guidelines, it is advisable to provide a page range for a summary or paraphrase if it aids the reader in locating the information within a longer work.

- According to Shaw (2008), APA style is a not that difficult a format to learn for students.
- APA style is not that difficult a format for students to learn (Shaw, 2008, p. 19).

Adapted from: "In-Text Citations: The Basics". [In-Text Citations: The Basics - Purdue OWL® - Purdue University](#)

Quoting a source with no page numbers

Some sources, for example [webpages](#), do not have page numbers. To cite directly, you should include an alternative locator.

The locator can be a chapter or section heading, a paragraph number or a combination of the two. For movies, [YouTube videos](#), or audiobooks, utilize a timestamp to denote the start of the quoted section in the source.

For example, citing a timestamp:

While the economy isn't what it was in recent years, it still is doing ok: "Recent quotes about the demise of the economy have been greatly exaggerated" **(Taylor, 2023, 01:23)**.

Adapted from "Direct quotes in APA Style", Shona McCombes. Nov. 2020. [Direct quotes in APA Style \(scribbr.com\)](#)

IN TEXT-CITATION - MULTIPLE AUTHORS AND MISSING INFORMATION

APA in-text citations with multiple authors

If a work has two authors, separate their names with an ampersand (&) in a parenthetical citation or “and” in a narrative citation. If there are three or more authors, only include the first author’s last name followed by “et al.,” meaning “and others”.

Group authors known by their abbreviations (e.g., CDC) are written in full the first time and are abbreviated in subsequent citations.

Author type	Parenthetical	Narrative
One author	(Ferris, 2020)	Ferris (2020)
Two authors	(Ferris & Crosby, 2020)	Ferris and Crosby (2020)
Three or more authors	(Ferris et al., 2020)	Ferris et al. (2020)
Group authors	(Google, 2020)	Google (2020)
Group author with abbreviation <ul style="list-style-type: none"> • First citation • Subsequent citations 	(American Psychological Association [APA], 2020) (APA, 2020)	American Psychological Association (APA, 2022) APA (2022)
Group authors without abbreviation	(Google, 2020)	Google (2020)

No author, date, or page number

Missing information in APA in-text citations.

Unknown element	Solution	In-text citation
Author	Use the source title.	(Source Title, 2020)
Date	Write “n.d.” for “no date”.	(Ferris, n.d.)
Page number	Use an alternative locator or Omit page number.	(Ferris, 2020, 03:46) or (Ferris, 2020)

No author

If the author of a source is unknown, try to determine if there is an organization or [government](#) responsible for creating the content. If so, include its name in the in-text citation (and reference entry).

The costs of solar energy have decreased by 34% in the past three years **(Tesla, 2020)**.

When your essay includes parenthetical citations with no author, use a shortened version of the sources’ title instead of the author’s name

Merriam-Webster’s collegiate dictionary (11th ed.). 2002. Merriam-Webster

Merriam-Webster’s, 2003

No publication date

If the publication date is unknown, write “n.d.” (no date) in the in-text citation.

(Anderson, n.d.).

No page number (alternative locators)

Page numbers are only required with direct quotes in APA. If you are quoting from a work that does not have page numbers (e.g., [webpages](#) or [YouTube videos](#)), you can use an alternative locator, such as:

- **(Chen, 2020, 03:26)**
- **(Johns, 2019, Chapter 3)**
- **(Mahomes, 2016, para. 4)**
- **(Davison, 2016, Slide 15)**
- **(Flores, 2020, Table 5)**

Example paragraph with in-text citations

Due to the anti-boat spikes the soldiers would have to wade their way to the beach. **(Payne, 2000)**. **(Liu, 2021)** in his podcast, World at War, stated that some soldiers got out of the boat and fell into the deep of the ocean and drowned due to big rifles, heavy gear, and fatigue from the seasickness. **Gerwig et al (1991)** described how once all the soldiers made their way to dry land, they would be instantly pelted with machine gun fire. “Operation Overlord, the cross-Channel invasion of the northern coast of France on June 6, 1944, called for the Allies with accurate wave and tidal forecast for landing operation.” **(Kelce & Tai)**

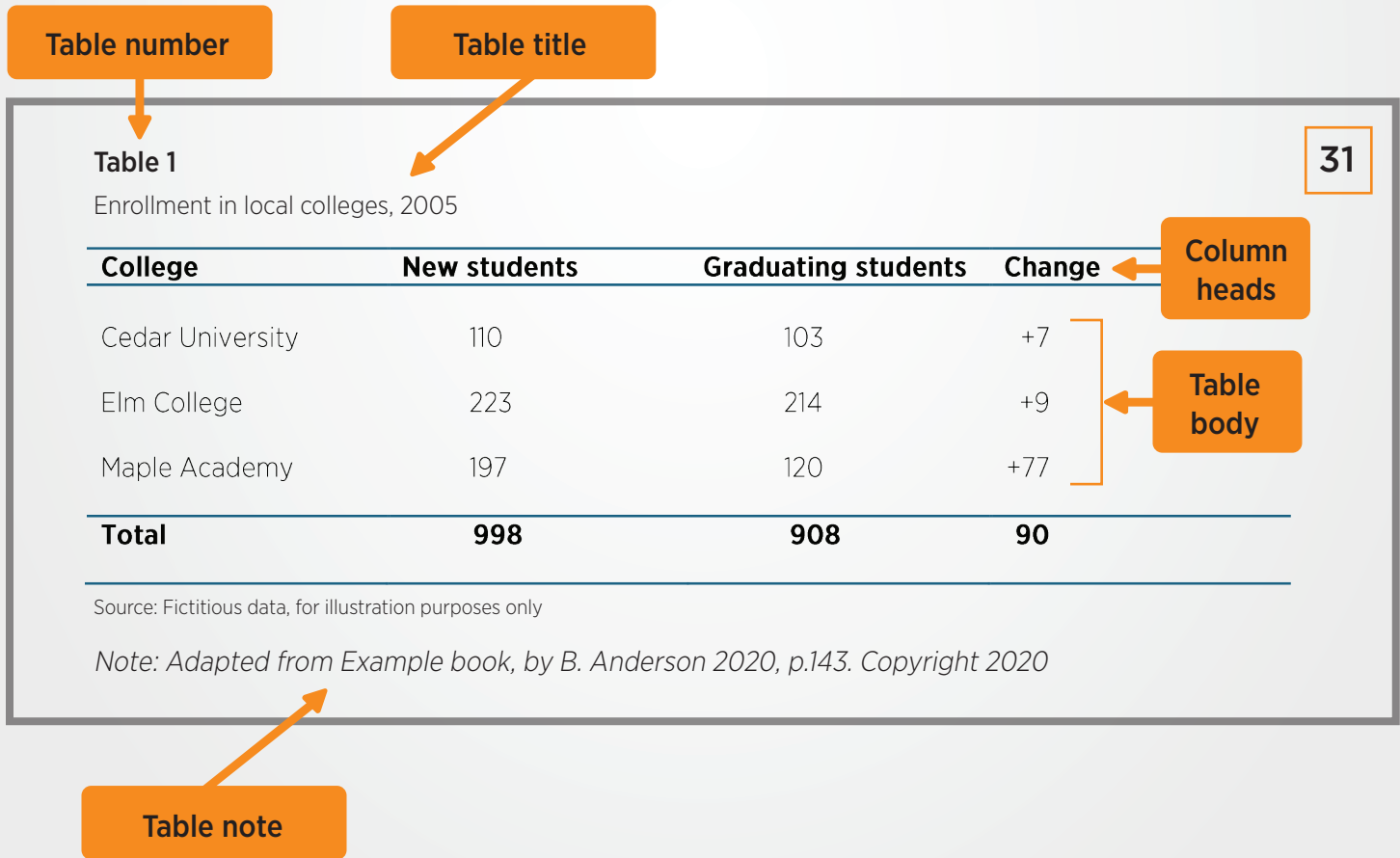
Adapted from “APA In-Text Citations (7th Ed.) | Multiple Authors & Missing Info”. Raimo Streefkerk. Sept. 2022. [APA In-Text Citations \(7th Ed.\) | Multiple Authors & Missing Info \(scribbr.com\)](#)

TABLES AND FIGURES

Tables and figures serve as visual aids that succinctly present complex data or information, enhancing the reader’s comprehension and reinforcing key points within the paper.

- ✓ They’re preceded by a number and title and followed by explanatory note (if necessary).
- ✓ Use bold styling for the word “Table” or “Figure” and the number, and place the title on a separate line directly below it (in italics and title case).
- ✓ Try to keep tables clean; don’t use any vertical lines, use as few horizontal lines as possible, and keep row and column labels concise.
- ✓ Keep the design of figures as simple as possible. Include labels and a legend if needed, and only use color when necessary (not to make it look more appealing).

APA Table Format



The diagram shows an example of an APA-style table with several callouts:

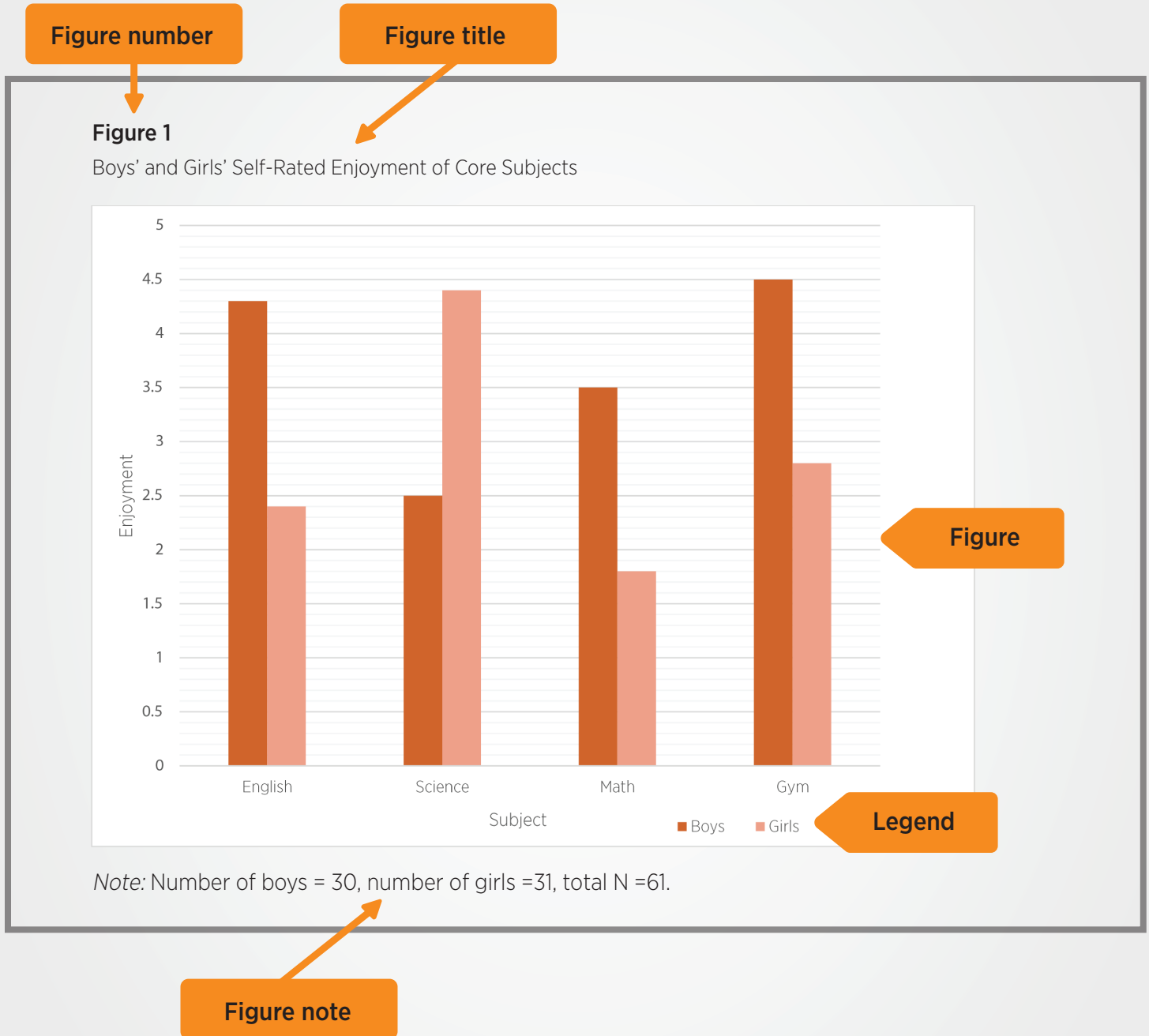
- Table number:** Points to "Table 1".
- Table title:** Points to "Enrollment in local colleges, 2005".
- Column heads:** Points to the header row: "College", "New students", "Graduating students", "Change".
- Table body:** Points to the data rows for Cedar University, Elm College, and Maple Academy.
- Table note:** Points to the source and adaptation information at the bottom.

College	New students	Graduating students	Change
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Total	998	908	90

Source: Fictitious data, for illustration purposes only

Note: Adapted from Example book, by B. Anderson 2020, p.143. Copyright 2020

APA Figure Format



Adapted from "APA Formatting and Citation (7th Ed.) | Generator, Template, Examples". Raimo Streetkerk. Jan. 2024. [APA Formatting and Citation \(7th Ed.\) | Generator, Template, Examples \(scribbr.com\)](#)

APA REFERENCE PAGE SETUP

The aim of the reference list is twofold: to facilitate readers in locating the sources referenced in your work and to acknowledge the authors whose work and ideas you have incorporated.

- The [APA reference page](#) is placed after the main body of your paper at the end of the document but before any [appendices](#).
- The reference page is a list all sources that students will have cited in their paper (through [APA in-text citations](#)).

View reference examples on the APA Style website: [Reference examples \(apa.org\)](#) APA provides guidelines for formatting the references as well as the page itself.

Formatting the reference page

What to include: All references cited within the text must be included in the reference list, excluding personal communications (such as conversations or emails) that are not retrievable.

- **Location:** On a new page after the text and before any tables/figures or appendices.
- **Heading:** use References as the title at the top of the page (beginning with a capital letter, in bold, centered, and not in italics).
- **Order:** All references are listed by alphabetically by author, or title if there is no author; If there are two entries with identical authors but different dates, order them chronologically, earliest first.
- **Space:** Double-space the whole reference list.
- **Hanging indent:** 0.5 inch (1.27cm) from the left margin for the second and subsequent
- **URL:** use of hyperlinks is preferred. However, you may use plain text that is not underlined for URLs.

Alphabetically sorted

Section label

Hanging Indent 0.5"

References

Double Spaced

Webpage citation

Journal citation

Book citation

American Psychological Association. (2004, February). Advertising and children.

<https://www.apa.org/pubs/info/reports/advertising-children>

Centers for Disease Control and Prevention. (2017, March 23). E-cigarette ads and youth.

<https://www.cdc.gov/vitalsigns/ecigarette-ads/index.html>

Chung, S., & Cho, H. (2017). Fostering parasocial relationships with celebrities on social media:

Implications for celebrity endorsement. *Psychology & Marketing*, 34(4), 481-495.

<https://doi.org/10.1002/mar.21001>

De Veirman, M., Caugberg, V., & Hudders, L. (2017). Marketing through Instagram influencers:

The impact of number of followers and product divergence on brand attitude. *International*

Journal of Advertising, 36(5), 798-828. <https://doi.org/10.1080/02650487.2017.1348035>

Erkan, L. & Evans, C. (2016). The influence of eWOM in social media on consumer's purchase

intentions: An extended approach to information adoption. *Computers in Human Behaviour*,

61, 47-55. <https://doi.org/10.1016/j.chb.2016.03.003>

Kim, C. W., & Montague, R. (2015). *Blue ocean strategy: How to create uncontested market space and make the competition irrelevant* (Expanded ed.) Harvard Review.