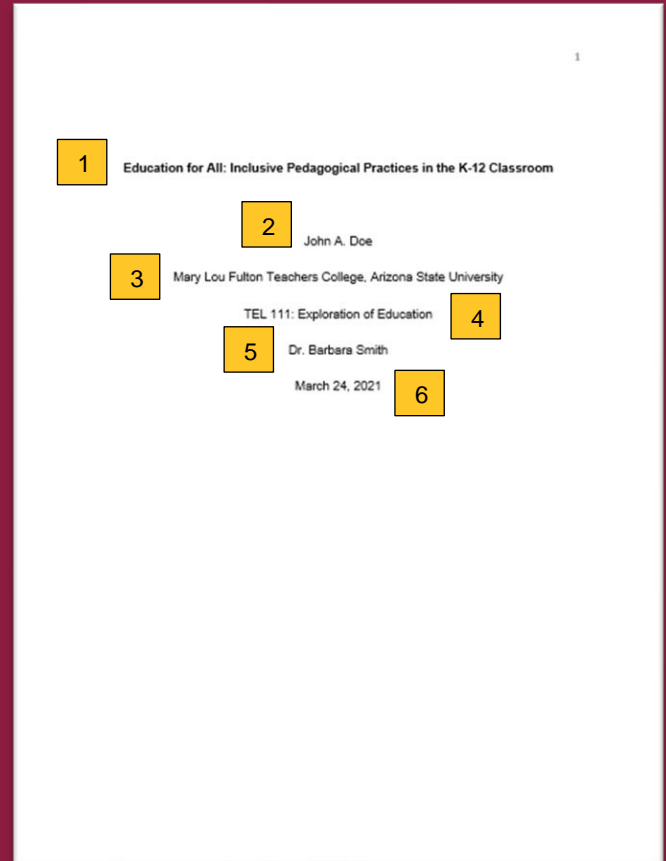


APA 7th Edition: Formatting a Paper (Student)

Student Title Page

- 1. Title of paper:** This Summarizes the main idea of the paper. This should be bold, centered and in title case. The title should be positioned in the upper half of the page.
- 2. Name:** Students should include their name – first name, middle initials and surname.
- 3. Affiliation:** This should include the name of the college and the name of the institution. E.g. Mary Lou Fulton Teachers College, Arizona State University.”
- 4. Course Code and Course Name:** For example: “TEL 111: Exploration of Education.”
- 5. Instructor’s Name:** Students should always consider their instructor’s preferred title.
- 6. The date that the assignment was due:** formatted in month, date, and year format.
 - Students should leave 1 double space between lines in the title page.
 - include the page number in the header: you can see this example is numbered page 1.

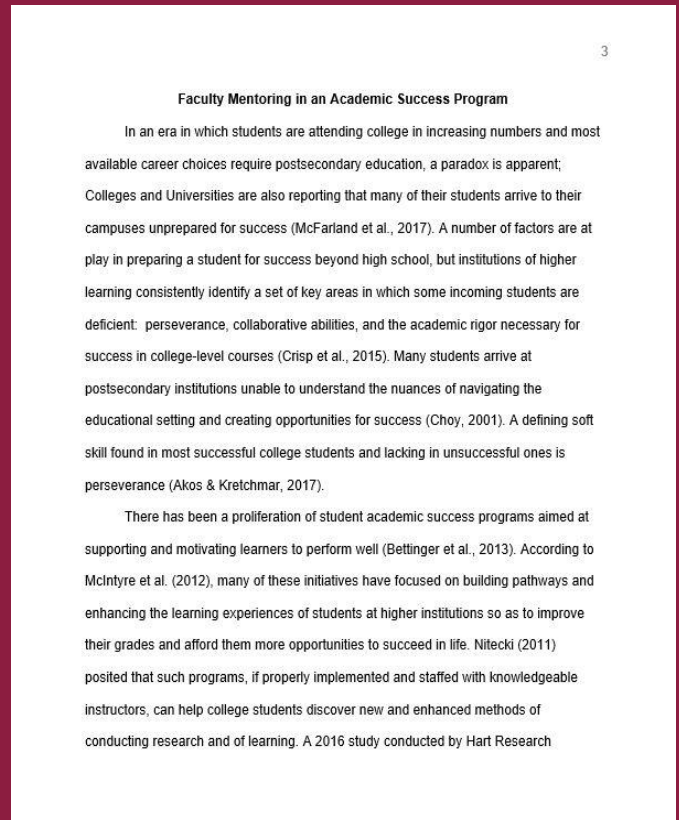


Heading Levels

Level	Description	Example
1	Centered, bold, title case heading	Faculty Mentoring in an Academic Success Program
2	Flush left, bold, title case heading	Environment and Participants
3	Flush left, bold italic, title case heading	<i>Environment</i>
4	Indented, bold, title case heading, ends with a period	Virtual Environment.
5	Indented, bold italic, title case heading, ends with a period	<i>Use of Canvas.</i>

Main Text Checklist

- Ensure that every page has a page number in the header (top right-hand corner).
- Use a suitable heading that best addresses the content of your work (not “Introduction”).
- Indent the first line of every paragraph 0.5 inches, including the first paragraph.
- Don’t leave any spaces between paragraphs.
- Cite your work throughout the paper. APA uses the author’s surname and year of publication.
- Use an accessible font such as Sans Serif (e.g. Ariel) or Serif (e.g. Times New Roman).
- Double space your entire paper.
- Use the first author’s surname followed by “et al.” when citing three or more authors.
- Leave one space between a period at the end of a sentence and the start of a new sentence.
- Do not justify your text. Leave the right margin uneven (or “ragged”).
- Use the abbreviation “n.d.” to mean “no date” when no author is listed in a source.
- Use 1-inch margins on all sides of the page (top, bottom, left, and right).



Reference List

- Start your reference list on a new page (after the main body of your paper).
- Continue to use page numbers.
- Use the word “References” at the top of the page, centered and in bold.
- Arrange your references alphabetically, based on the author’s surnames.
- Use a hanging indent for each reference entry. This means that the first line of each reference is flush left and subsequent lines are indented by 0.5 inches from the margin.
- Double space your reference page, like the rest of your paper.
- Double check that all of your in-text citations feature in the reference list.

For more information...

Please note that this is a basic guide and only scratches the surface of how to format your paper using the APA 7th edition style. For more information, please consult a copy of the **Concise Guide to APA style** which is designed for undergraduate students.

