

## APA 7th Edition Cheat Sheet

### Font size and shape

Preferred fonts, in black only, are Times New Roman 12 point, Arial 12 point, and Calibri 12 point, or a font and size specified by your lecturer. Different sizes, 8-14, may be used in figures.

### Line spacing

Double-space the entire paper, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices. Double-space the entire reference list (both within and between entries).

### Margins and paragraphs

Use 1-inch (2.54-cm) margins on all sides of the page. Dissertations and theses may have different requirements if they are to be bound. For student papers, the title (in bold), byline, course number, name, etc. should be centered. Indent the first line of every paragraph 0.5 inch. Reference list entries should have a hanging indent of 0.5 inch. Align the text to the left.

### Page numbers

All papers should contain the page number, flush right, in the header of every page. The title page is page number 1.

### Punctuation

Ensure that all punctuation is correct. Special care needs to be taken with the use of apostrophes, especially in relation to their use to depict ownership. Remember to place the apostrophe after the actual owner/s. For example, the pupil's classroom versus the pupils' classroom. Be aware also of the use of an apostrophe in the word it's. It's refers to "it is", whereas, its refers to "the possessive case singular of it", for example 'Hold the book by its spine.' Take care to also differentiate between your (belonging to you) and you're (you are). Do not use contractions such as can't, haven't, etc.

### Tense

Avoid changes of tense within an assignment, and certainly within the one paragraph. Write in the tense appropriate to the topic e.g. an essay on an historical topic should be written in the past tense, but one describing the status quo would be in present tense.

## Title pages

Students should follow the guidelines of their instructor when determining which title page format is most appropriate. If not instructed otherwise, students should include the following elements on the title page:

- Title of the paper
- Name of each author of the paper
- Course number and name for which the paper is being submitted
- Instructor name
- Assignment due date e.g. 4 November 2019
- Page number

## Headings

References must begin on a new page. Place the section label **References** in bold at the top of the page, centered.

## Tables

Tables should be integral to the text but designed so that they are concise and can be understood in isolation. Number all tables that are a part of the main text using Arabic numerals e.g. Table 1, Table 2, etc.

Write the table title in italics below the table number and double-space the table number and title. Avoid overly general and overly detailed table titles.

## Figures and images

All types of graphical displays other than tables are considered figures in APA. These include graphs, drawings, maps, charts, photographs, etc. The standards for good figures are simplicity, clarity, continuity, and information value. Number all figures that are a part of the main text using Arabic numerals e.g. Figure 1, Figure 2, etc.

Write the figure title in italics below the figure number and double-space the figure number and title. Avoid overly general and overly detailed figure titles.

## Order of pages

- Title page
- Abstract (start on a new page after the title page)
- Text (start on a new page after the abstract, or after the title page if the paper does not have an abstract)
- References (start on a new page at the end of the text)
- Footnotes (start on a new page after the references)
- Tables (start each on a new page after the footnotes)
- Figures (start each on a new page after the tables)
- Appendices (start each on a new page after the tables and/or figures)

## Appendices

Include an appendix only if it helps readers to further understand or evaluate your assignment. Start each appendix on a separate page and give it a label e.g. Appendix A, Appendix B., and a clear title. The appendix label and title should be in bold and centered on separate lines at the top of the page.

## Word limit

Make sure you meet the word limit, but do not exceed it. Usually a latitude of 10% either side is allowed. The total number of words is made up of the actual essay itself and does not include the cover page, abstract, references used in the actual essay, reference list or appendix. Direct quotes are also excluded from this count.