 Formatting an APA Paper (7th ed.)

APA recommends sans serif fonts such as Calibri (11 point), Arial (11 point), Lucida Sana Unicode (10 point); and serif fonts such as Times New Roman (12 point), Georgia (11 point), or normal Computer Modern (10 point), though other fonts may be acceptable (American Psychological Association [APA], 2019, p. 44). All paragraphs in the body of the paper are indented by one tab stop. Double-space throughout the paper, including references. Normally, there is no extra space between paragraphs, but there is an extra doublespace between the title and the information starting with your name on the title page. Space once after periods, commas, semicolons, and colons (note the “serial comma” before “and” in this sentence; use this in all lists of three or more items). Do not provide a space after punctuation marks in these cases: internal periods in abbreviations (i.e., e.g.), colons in ratios (2:3), and labels used to make research participants anonymous. Place commas and periods within quotation marks (unless a parenthetical citation follows. APA manuscripts are typically divided into sections:

- Abstract,
- Introduction,
- Method,
- Results,
- Discussion,
- References,
- Appendix.

The first page of every APA manuscript is the title page. Place a right-justified Arabic page number at the ½-inch from the top of every page. A basic student paper will resemble the one below:

A Review of Research on Cross-Racial Therapy

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PSYC3233: Social Development

Dr. Daniel Voyer

October 5, 2019
The title is in bold. The other information is double-spaced, with an extra space between it and the title.

The introduction, method, results, and discussion constitute the body of the essay; student papers do not typically include an abstract. The list of references includes all works cited in the paper. Appendices are useful for presenting supplementary background information (often it is data such as tables and charts) that enhances the reader’s understanding of the work. The first page of text repeats the full title of the paper, centered on the line in bold font. This title indicates that what follows is the introduction; the heading Introduction is not normally used.

The reference list at the end of the manuscript has the title References in bold, beginning on a new page and centered; all reference list entries must have a hanging indent.

Aside from these sections, APA style also specifies the format for subheadings (see Table 1). Note that tables may now be included in the running text of the paper as well as at the end, each on a separate page (APA, 2019, p 198).

Table 1

Levels of Headings and Their Associated Styles

<table>
<thead>
<tr>
<th>Level</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Upper/Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Upper/Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td><strong>Flush Left, Boldface, Italics, Upper/Lowercase Heading</strong></td>
</tr>
<tr>
<td>4</td>
<td>Indented, Boldface, Upper/Lowercase ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, Boldface, Italics, Upper/Lowercase ending with a period.</td>
</tr>
</tbody>
</table>

Note that the paragraph text immediately follows level 4 and 5 headings after the period.

Source material must be documented in the body of the paper by citing the authors and dates of the sources. The reader can obtain the full source citation from the list of references that follows the body of the paper. When the names of the authors of a source are part of the formal structure of the sentence, the year of the publication appears in parentheses following the authors’ names: Docherty and Brandon (2017). When the authors of a source are not part of the formal structure of the sentence, the authors’ names and year of publication appear in parentheses (Docherty & Brandon, 2017). If the work is by three or more authors, use the name of the first author followed by “et al.” (Schwartz et al., 2018). Multiple entries in one citation are ordered alphabetically and separated by semicolons (Matthews & Servaty-Seib, 2007; Schwartz, et al., 2018).

A page with headings 1 to 3 might look something like this:
groups were organized into therapist factors, client factors, and relationship factors (see Table 3).

**Therapist Factors**

Differences in how satisfied and unsatisfied participants described their therapists were organized into two major areas: therapist techniques and therapist personality characteristics. Note that these categories emerged spontaneously in participants’ narrative descriptions or in response to general probes about helpful and unhelpful aspects of the therapy.

**Therapy Techniques**

*Active Versus Passive Style*

Compared with satisfied clients, more than twice as many unsatisfied clients described their therapists as passive or as not proactive enough (2 vs. 5). Specific complaints included the lack of feedback, progress reports, or deep questioning regarding the client’s experience. Conversely, indications that the therapist had an active or directive style were more frequent in satisfied clients.

*Cultural Competence*

Although participants did not explicitly use the term *cultural competence*, most acknowledged...