

APA (7th Ed) Quick Tips

General Paper Format (more help: [General Format](#))

- Double-spaced, 1 inch margin on all sides
- 12 pt Times New Roman font recommended
- Use only 1 space after a period.
- Running head omitted in student papers (unless instructor says otherwise)

Citing Sources

Cite every source you use in two places: an in-text citation, and a full citation in your References at the end. For variations (e.g., unknown author), consult the “more help” links listed.

In-text citations (more help: [In-text Basics](#))

Formula: Author last name (year of pub) [a verb connecting author to quote/paraphrase] text of quote [in double quotes] or paraphrase (page where info taken from, if applicable). E.g.: Jones (2020) notes that “quoted text should always have an in-text citation” (p. 26).

Include author last name (or editor last name, e.g., for many textbooks) and year of publication within the sentence (this is called a signal phrase) before the quote or paraphrase. Block quote (40+ words): start on new line, double-space & indent block 0.5 inch from left margin. Include page number in parentheses, after quote, if applicable.

Examples:

- Calley (2011) supports this view, stating that “92% of respondents preferred the generic version of pharmaceuticals when pricing information was included” (p. 85).
- According to Chen, et al. (2016), “Homeless individuals are far more likely to smoke than adults in the general United States population (p. 641).
- As mentioned in the United States Department of Housing and Urban Development census data (2008), “Average income for social workers in Indiana was below national averages.”

References List (more help: [Reference List: Basic Rules](#))

- Start References list on new page, title is centered, bold: References
- Alphabetize entries by author last name. Double-space all entries.
- Every in-text citation points to an entry in References, and vice versa. Proofread!

Examples:***Textbook***

Calley, N. G. (2011). *Program development in the 21st Century: An evidence-based approach to design, implementation, and evaluation*. Sage.

Ebook (from library)

Newton, R. W., Marder, L., & Puri, S. (2015). *Down syndrome: Current perspectives*.

<https://ebookcentral.proquest.com/lib/empire-ebooks/detail.action?docID=3329189>

Online journal article from library [include DOI, if available. If not, provide permalink**]

Chen, J. S., & Morrow, L. E. (2016). High-risk smoking behaviors among homeless individuals. *Respiratory Care*, 61(5), 640-645. <https://10.4187/respcare.04439>

Website or public data set

United States Department of Housing and Urban Development (2008). *Indiana income limits* [Data file]. http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

Online Lecture Notes or Slides

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. <http://www.esc.edu/ppt/40hrenv/index.html>

Web-based periodical article

Executive Health Exams (Aug. 5, 2014). Smoking cessation. *EHE Newsletter*, 14(32).
https://www.eheandme.com/news_articles/549661727



**How to locate a permalink for item from a specific library database (OneSearch, EBSCO, etc.): [*LibGuides: How To Create A Permalink To An Article In A Database: Home*](#)