APA 7 Quick Reference

The most common in-text and reference-list formats, on two pages.

Paper setup (student papers)

- Font: 12 pt Times New Roman, 11 pt Calibri or Arial, or another readable font your instructor accepts.
- Double-space everything, including the reference list. One-inch margins on every side.
- Page number in the top right corner of every page, starting with the title page.
- Indent the first line of each paragraph by 0.5 inch. Use a hanging indent of 0.5 inch for references.

In-text citations

Situation	Parenthetical	Narrative
One author	(Smith, 2020)	Smith (2020) argued...
Two authors	(Smith & Jones, 2020)	Smith and Jones (2020) found...
Three or more	(Smith et al., 2020)	Smith et al. (2020) noted...
Direct quote	(Smith, 2020, p. 15)	Smith (2020) wrote that "..." (p. 15).
Group author	(World Health Organization, 2021)	The World Health Organization (2021)...

Reference list examples

Journal article

Author, A. A., & Author, B. B. (Year). Title of the article in sentence case. *Title of the Journal in Title Case, volume*(issue), pages. https://doi.org/xxxx

Book

Author, A. A. (Year). *Title of the book in sentence case* (2nd ed.). Publisher.

Chapter in an edited book

Author, A. A. (Year). Title of the chapter. In E. E. Editor (Ed.), *Title of the book* (pp. 45-67). Publisher.

Web page

Author or Group. (Year, Month Day). *Title of the page*. Site Name. https://www.example.com

Report by a group author

Organization Name. (Year). *Title of the report* (Report No. 12). Publisher. URL

Heading levels

Level	Format
1	**Centered, Bold, Title Case**
2	**Flush Left, Bold, Title Case**
3	***Flush Left, Bold Italic, Title Case***
4	**Indented, Bold, Title Case, Ending With a Period.** Text continues on the same line.
5	***Indented, Bold Italic, Title Case, Ending With a Period.*** Text continues on the same line.

Always check: your instructor's requirements win over any general guide. When in doubt, ask, and use the 7th edition Publication Manual or the APA Style website for the final word.