

APA 7 cheat sheet

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Paper format

- 1-inch margins
- 12pt Times New Roman, double-spaced throughout
- Running head + page number top right (page 1 = title page in student papers per APA 7 section 2.18)
- Title centered, bold, mid-upper of title page
- Section headings: Level 1 centered bold; Level 2 left bold; Level 3 left bold italic

In-text citations

- 1 author: (Author, 2024)
- 2 authors: (Smith & Jones, 2024) - ampersand inside parentheses
- 3+ authors: (Smith et al., 2024) from the first citation (APA 7 changed this from APA 6)
- Direct quote: (Author, 2024, p. 12) or pp. 12-14 for a range
- Block quote: 40+ words, indented half inch, no quotation marks, citation after the period
- No date: (Author, n.d.)
- Organization first time: (World Health Organization [WHO], 2023) then (WHO, 2023)
- Secondary citation: (Jones, 1998, as cited in Smith, 2024)

References

Reference list rules

- Title: "References" centered, bold, top of new page
- Hanging indent 0.5 inch on every entry
- Alphabetical by first author surname
- Double-spaced throughout
- DOIs as URLs: <https://doi.org/10.xxxx/...>

Common reference patterns

Book

Author, A. A. (Year). Title of book. Publisher.

- Italicize the title; use sentence case for the title.

Journal article (with DOI)

Author, A. A., & Author, B. B. (Year). Article title.
Journal Name, vol(issue), pages.
<https://doi.org/10.xxxx/...>

- Italicize journal name and volume; include DOI when available.

Website

Author, A. A. (Year, Month Day). Page title. Site Name. <https://...>

- Use a retrieval date only when content is designed to change.

Chapter in edited book

Author, A. A. (Year). Chapter title. In E. Editor (Ed.), Book title (pp. 12-34). Publisher.

- Capitalize editor initials before surname; italicize book title.

YouTube video

Uploader. (Year, Month Day). Video title [Video]. YouTube. <https://www.youtube.com/watch?v=...>

- Use the uploader exactly as shown on the platform.

ChatGPT or AI tool

OpenAI. (2024). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/>

- Name the model/version used when your assignment requires an AI citation.

Newspaper article

Author, A. A. (Year, Month Day). Article title. Newspaper Name. <https://...>

- Italicize the newspaper name; include URL for online articles.

Government report

Agency Name. (Year). Title (Report No. xxx). <https://...>

- The agency is usually the author; include report number when listed.

8 common APA 7 mistakes

1. Using et al. for 3+ authors only from the 2nd in-text citation onwards. Wrong: APA 7 uses et al. from the first citation for 3+.
2. Comma before ampersand in 2-author references: Smith, & Jones (2024). Wrong: no comma between author names when there are only 2.
3. Forgetting the period after et al. Wrong: et al, should be et al.
4. Using "and" inside parenthetical citations: (Smith and Jones, 2024). Wrong: use & inside parentheses, and outside.
5. Treating organizations as multiple authors. WHO is one entity: World Health Organization, 2024.
6. Missing a DOI when one exists for a journal article. APA requires it when available.
7. Capitalizing every word in article titles. APA uses sentence case for article and book titles.
8. Forgetting the hanging indent. Every reference entry uses a 0.5-inch hanging indent.

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