APA 7th Ed. Checklist for Students

This checklist covers some of the most relevant changes from the APA 6th to 7th edition for students. The items are cross-referenced with section numbers from the 7th edition of the APA Style Manual wherever possible, so if an item doesn't seem clear, you can look it up in the library or Writing Center!

Another great resource for FAQs about APA 7: The APA style blog https://apastyle.apa.org/blog

Student Writing vs. Professional Writing:
APA now has two standard formats: one is for professionals (planning to publish in journals), and one for student writers. This list uses the student writing standards.

Title Page and Formatting for Student Writing
- ❑ No Running Head for student papers (only professional papers).
- ❑ Header only includes Page Number (upper right) on every page, including the title page (2.18).
- ❑ New format for title page (cover page).
  - o Title in bold, Title Case (Capitalize All of the Major Words), centered, in the top ½ of page, with one blank line under it (2.3)
  - o Then under the blank line, if not instructed otherwise, include:
    - ▪ Student Name, University, Course Name and Number, Instructor, and Due Date, each on separate lines, all Title Case, not bold, and all centered (2.3)
- ❑ Titles should be brief and clear, but there is no word limit in APA 7 (2.4)
- ❑ In APA 7 the Level 3, 4, and 5 heading styles have changed (for sub-sections) (2.27 & front cover)
  - o See the quick-guide to APA headings inside the front cover of the APA manual
  - o Most BA students will only need to use Level 1 (main sections) and Level 2 (sub-sections)
- ❑ APA 7 adds the option to use either serif or sans serif fonts that are clean and accessible (2.19)
  - o APA 7 no longer requires 12-pt. Times New Roman. Permitted fonts include:
    - ▪ 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, or:
    - ▪ 12-point Times New Roman, 11-point Georgia
- ❑ APA 7 explicitly says to use only one space after a period (6.1)

Abstract (not always required)
- ❑ The word "Abstract" is now a bold heading in APA 7, like a normal Level 1 heading (2.9)

Language
- ❑ As with APA 6, use the first-person pronoun ("I" for one author, "we" for multiple authors) when describing work you did as part of your research (e.g. "I interviewed,", "We tested,").
- ❑ The use of singular "they" is endorsed, consistent with inclusive usage, e.g.:
  - o "Each participant turned in their questionnaire." (5.5)
- ❑ Avoid labeling people if the label is irrelevant to your research (e.g., use singular "they" by default and avoid gendered language when not needed).
  - o Use "he or she" / "she or he" sparingly, only when these match the pronouns of the people being described. (5.5)
- ❑ Chapter 5 of the APA 7 provides updated bias-free language guidelines about *age, disability, gender, participation in research, racial/ethnic identity, sexual orientation, socioeconomic status,* and *intersectionality*. This chapter is recommended reading.

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In-text Citations

❑ Use "et al." in every citation with three or more authors
- o Exception to this rule: Include as many authors' names as needed to distinguish between sources with the same first author(s) (e.g., you have two sources from the same year with the same first author or authors; 8.18)

❑ New "Narrative" vs. "Parenthetical" labels for the 2 types of citations:
- o **Narrative**: Koehler and Lu (2016) noted the dangers of false news coverage.
- o **Parenthetical**: False news may distort public opinion (Koehler & Lu, 2016).

❑ Page numbers are required for direct quotes, but optional for paraphrased material (8.25)

❑ Personal Communication guidelines have been updated in APA 7. In addition to email, conversations, letters, etc., you can now cite class handouts and materials, if they are not available to the reader, as personal communication (e.g., J. Q. Anyone, personal communication, September 30, 2014) (8.9)

❑ APA 7 offers explicit guidelines on citations inside quotes. When quotes contain a citation, include the citation in your quote but do not include the source in the reference list (8.32)

References Page

❑ The word "References" is now a bold heading in APA 7, like a normal Level 1 heading

❑ Reference types for many sources have changed between APA 6 and 7 (9, 10)

❑ Do not include a place name with the publisher for books (10.2)

❑ Include up to 20 authors' names for a source before using "…" to indicate omitted names (9.8)

❑ Include the URL (without "retrieved from") for most sources read online (9.33)
- o Include "retrieved from" with a date ONLY when the content is time-specific and designed to change, such as a social media feed, an online database, etc. (9.16)

❑ APA 7 encourages writers to include a DOI whenever possible, and to present them as hyperlinks rather than the old "DOI:number" format (9.34)
- o Reverse DOI lookup is available for older work that has since been assigned a DOI (see the "search metadata" tab on www.crossref.org/)

❑ Optionally create short DOIs (http://shortdoi.org) & URLs (https://tinyurl.com)

Tables and Figures

❑ Left-align all tables and figures (do not center them; 7.6)

❑ For both tables and figures, above the table/figure, place the number, e.g. "**Table 1**," in bold on one line above the table or figure, and the title, e.g. "*Title of Example Table*" in italics on a line below that. (Both of these lines should be placed above the table/figure itself.) (7.9, Table 7.1, 7.23, Figure 7.1)