

Formatting your assessment for APA 7th

General Formatting

The following guidelines have been set out by the American Psychological Association (n.d.a).

Accepted fonts and sizes

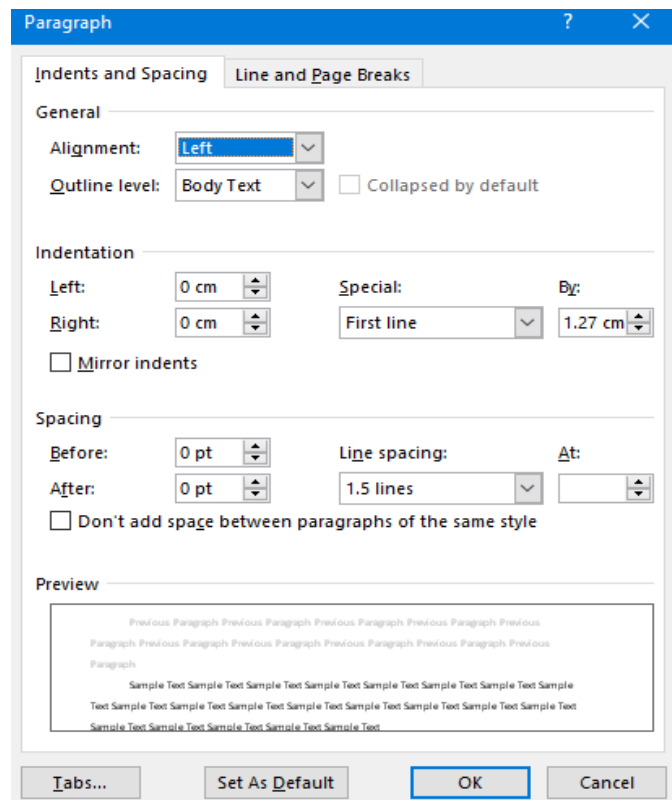
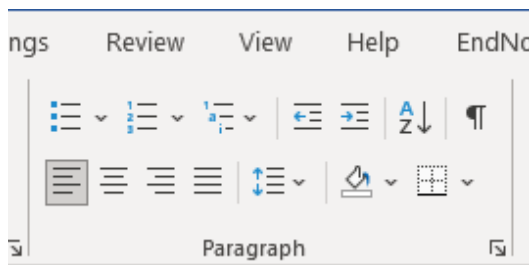
- Times New Roman 12
- Calibri 11
- Arial 11
- Lucinda Sans Unicode 10
- Georgia 11
- Computer Modern 10

References

Use a hanging indent – 0.5in. (or 1.27 cm; this is the automatic default in Microsoft Word). This means the first line will align with the left margin and subsequent lines are indented. There should be no extra spacing between reference list entries.

Paragraphs

Paragraphs should begin with a first line indent in which the text of the first line is indented 0.5in. (1.27cm) from the left. The tab key can be used for this. Alternatively, in the 'Home' tab in Word, find 'Paragraph' in the top ribbon menu, and click on the arrow in the bottom right corner to expand the paragraph options. Then select 'First-line' under the indentation drop-down menu (See images below). Note: First line indents are not used in an abstract.



Headers

The header should only consist of the page number, unless otherwise specified by your unit assessor. The page number should be in the top right corner, starting on the title page. A running head is no longer required unless requested from unit assessor.

Spacing

Your paper should be double spaced unless otherwise specified by your unit assessor. There should be no extra spacing between paragraphs. This does not include the title page (see Figure 1), within tables and figures, footnotes or equations.

Margin

Your paper should have a 1in. (2.54cm) margin on all sides.

Tables and Figures

Tables and figures are now formatted the same in APA 7th. The heading "Figure 1" or "Table 1" is now bold and placed above the figure/table. Figures/tables require a title, written in italics, with title case, and on a second line. Finally, figure/table captions are now "notes". These are placed under the figure/table and begin with "Note." in italics. For example, see Table 1 and Figure 1. For more information see American Psychological Association (n.d.b)

Headings

Your headings should follow the formatting in Table 1.

Table 1

Format for Headings in APA 7th.

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph
2	Left-justified, Bold, Title Case Heading Text begins as a new paragraph
3	<i>Left-justified, Bold, Italics, Title Case Heading</i> Text begins as a new paragraph
4	Indented, Bold, Title Case Heading, with a Full Stop. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold, Italics, Title Case Heading, with a Full Stop.</i> Text begins on the same line and continues as a regular paragraph.

From "Headings" by American Psychological Association, n.d.c. APA Style. (<https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>).

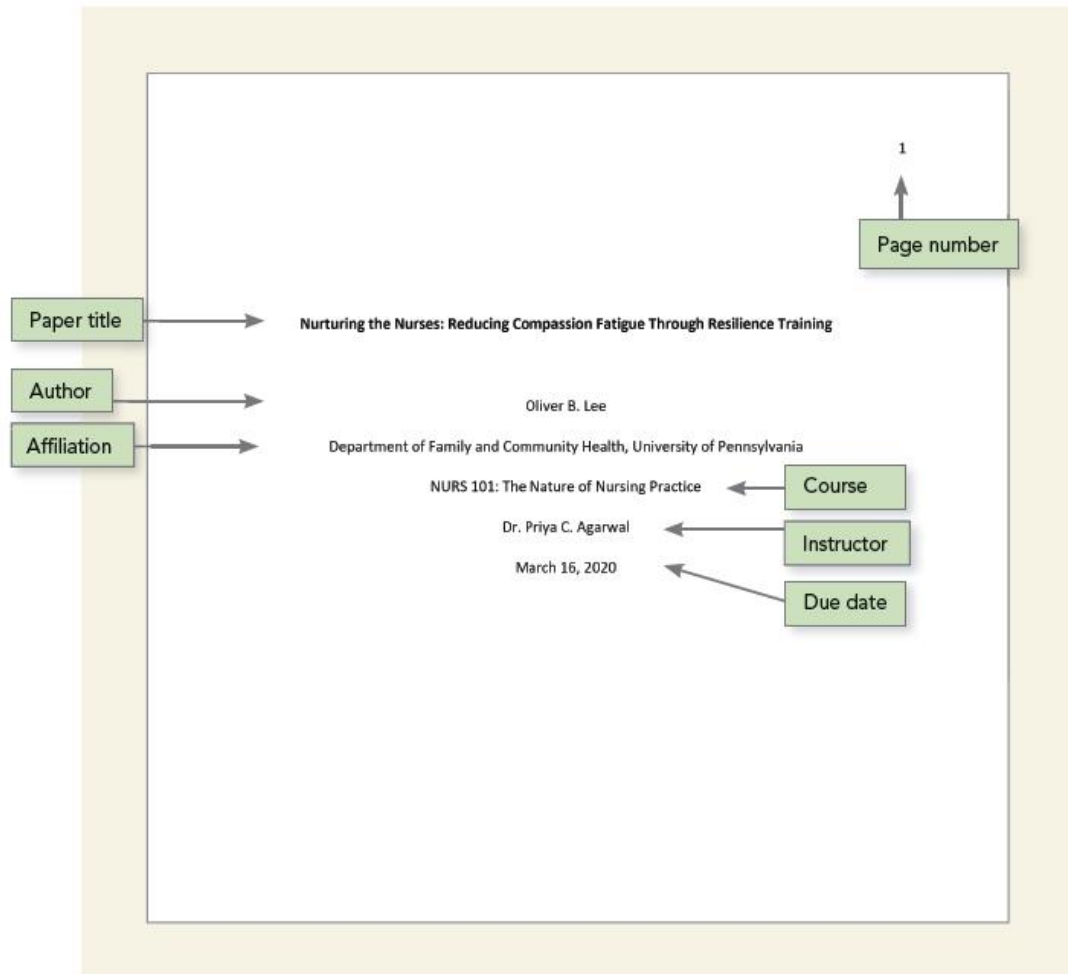
Title Page

Title pages should be used unless your unit assessor has requested the SCU cover page. The title page should include the title of the work, your name (as author), your affiliation (i.e. which Faculty you are in), the unit number, your unit assessor or tutors name, the due date, and a page number. This should follow the formatting displayed in Figure 1 on p.3.

Note: the paper title is 3-4 lines below the top. The title is in bold, has the major words capitalized, and has an extra space before the author name. The text on the title page is centered, each element is on a separate line and double spacing is used.

Figure 1

Title Page Format for APA 7th.



From "Title page setup" by American Psychological Association, n.d.d, *APA Style*. (<https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page>).

References

- American Psychological Association. (n.d.a). Paper Format. *APA Style*. <https://apastyle.apa.org/style-grammar-guidelines/paper-format>
- American Psychological Association. (n.d.b). Paper Format. *APA Style*. <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>
- American Psychological Association. (n.d.c). Headings. *APA Style*. <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>
- American Psychological Association. (n.d.d). Title page setup. *APA Style*. <https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page>