

APA 7th Edition Quick Guide

ZolaXTech Research Hub · the citation formats you'll actually use

1. In-Text Citations

Parenthetical citation

(Author, Year)

The results were inconclusive (Smith, 2021).

Narrative citation

Author (Year)

Smith (2021) found the results inconclusive.

Two authors

(Smith & Jones, 2021) | Smith and Jones (2021)

Three or more authors

(Smith et al., 2021)

Use the first author's name followed by "et al." for all in-text citations, even the first.

Direct quote (include page number)

(Smith, 2021, p. 45)

2. Reference List Formats

Journal article

Author, A. A., & Author, B. B. (Year). Title of article. *Journal Name*, Volume(Issue), page range. <https://doi.org/xxxx>

Chen, L., & Okafor, M. (2023). Attention mechanisms in low-resource NLP. *Journal of Computational Linguistics*, 49(2), 211–238. <https://doi.org/10.1162/example>

Book

Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher.

Kahneman, D. (2011). *Thinking, fast and slow*. Farrar, Straus and Giroux.

Book chapter

Author, A. A. (Year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher.

Website / online resource

Author, A. A. (Year, Month Day). *Title of page*. Site Name. URL

World Health Organization. (2023, March 4). *Mental health in the workplace*. WHO. <https://www.who.int/example>

No individual author (organization as author)

Organization Name. (Year). *Title of work*. Publisher (if different from author).

3. Formatting Basics

Element	Rule
Font	12pt Times New Roman (or 11pt Calibri / Arial)
Line spacing	Double-spaced throughout, including references
Margins	1" on all sides
Title page	Title (bold), author name, institution, course, instructor, date
Running head	Not required for student papers (7th ed.) unless requested
Reference list	Start on a new page, titled "References" (centered, bold), hanging indent
Alphabetical order	References sorted by first author's last name

4. Common Mistakes to Avoid

- Using "&" in narrative citations — write "and" instead ("&" is only for parenthetical citations).
- Forgetting the hanging indent on the reference list (first line flush left, following lines indented 0.5").
- Citing a source in-text that isn't in your reference list, or vice versa — every citation needs a matching reference.
- Italicizing the wrong element — italicize the journal/book title, not the article title.
- Using "et al." for only two authors — that abbreviation is for three or more.

This is a quick-reference guide, not a replacement for the full Publication Manual of the APA (7th ed.) — consult it for less common source types.