

# THE ACADEMIC SUCCESS CENTER

at **Sam Houston**  
STATE UNIVERSITY

## APA-7 Page Formatting

Page formatting for APA Style papers requires some specific elements to be present. These suggestions do not outweigh any suggestions made by your professor but are recommendations for if and when your professor does not provide specific requirements to the contrary. Although APA 7th edition no longer requires Running headers for certain scholastic pieces, we recommend using them at the college level.

- All margins should be set to 1".
- Make sure to use an easy-to-read serif or sans serif font in a standard size (11-12 point).
- You should double-space the entire paper.
- The title of the paper should be in title case, bold, centered, and positioned in the upper half of the title page, about 3-4 lines down. This should be followed by your name and university.
- All pages should have a running head of no more than 50 characters (including spaces and punctuation) on every page. Student papers are not required to have this, but consult your instructor for their preference.
- Every page, including the cover page, should be numbered.
- Indent .5" at the beginning of every paragraph.

### FORMATTING PAPERS FOR APA 7TH EDITION

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The whole  
paper should  
be double  
spaced.

#### Formatting Papers for APA 7th Edition

This study outlines the guidelines for formatting student or professional papers based on the guidelines found in the seventh edition of the American Psychological Association (APA)

### FORMATTING PAPERS FOR APA 7TH EDITION

Page numbers  
start on the  
cover page { 1

The running head

The title should be simple,  
easy-to-understand, and bolded

#### Formatting Papers for APA 7th Edition

Jake Gebhardt } Student's name or byline

Institutional affiliation { Academic Success Center, Sam Houston State University

WCTR 1301: Writing Center Studies } Course number and name

Date of Submission { May 29, 2020

- References** } Bolded, always called References
- Works in alphabetical order by the author's last name {
- Butler, R. O. (2007). Jealous husband returns in the form of a parrot. In L. Williford & M. Martone (Eds.), *The Scribner anthology of contemporary short fiction: 50 North American short stories since 1970* (pp. 103-108). Touchstone-Simon & Schuster.
- Hararf, H., & McDavid, J. W. (1973). Name stereotypes and teachers' expectations. *Journal of Educational Psychology*, 65(2), 222-225. <https://doi.org/10.1037/h0034978>
- Two works by same author in order by date {
- Vonnegut, K. Jr. (1963). *Cat's cradle*. Dell.
- Vonnegut, K. Jr. (2007). *The sculpture*. Retrieved from <http://vonnegutprints.com/sculpture.asp>

## Headings

APA Style headings are divided into five levels of subordination. The headings in a paper, if used, always start with a level one heading and are subdivided, if needed, into subsequent levels. Do not label your headings with number or letters. The title and Reference Page now serve as level one headings. All headings start on the line above the paragraph/section that they begin.

**A Level One Heading is Centered, Boldface, Title Case Heading**

**A Level Two Heading is Flush Left, Boldface, Title Case Heading**

**A Level Three Heading is Indented, Boldface *Italic*, Title Case Heading**

**A Level Four Heading is Indented, Boldface, Title Case Heading ending with a period.**

**A Level Five Heading is Indented, Boldface *Italic*, Title Case Heading ending with a period.**

## Tables & Figures

- Label all columns in tables and all elements in figure images. In figures, use labels next to the elements that are being labeled.
- Items that are to be compared should be placed next to one another.
- Figures should use a Sans Serif font that is large enough to read without being magnified.
- Tables and figures should be designed in a way that they could be understood without the text.
- Avoid including flourishes that are distracting or take away from the overall understanding of the table or figure.

**Table 1**

*Results from Pearson Correlations of LPFS and SCS*

	Self-Kindness		Common Humanity	
	MTurk	PerP	MTurk	PerP
LPFS Identity	-.61	-.55	-.62	-.61
LPFS Self-Direction	-.47	-.40	-.51	-.42
LPFS Empathy	-.36	-.27	-.36	-.34
LPFS Intimacy	-.40	-.35	-.44	-.39