

6 th Edition	7 th Edition
Chapter 2 Elements & Format	
Preferred Fonts	
<ul style="list-style-type: none"> • 12-point Times New Roman 	<ul style="list-style-type: none"> • Variety of fonts recommended; check with instructor for requirements • Sans serif fonts <ul style="list-style-type: none"> ○ 11-pt. Calibri ○ 11-pt. Arial ○ 10-pt. Lucinda Sans Unicode • Serif fonts <ul style="list-style-type: none"> ○ 12-pt. Times New Roman ○ 11-pt. Georgia ○ 10-pt. Computer Modern • Use 8-14 pt. sans serif fonts in figures • Use the same font throughout the paper, including in the running head if required (§2.19)
Margins	
<ul style="list-style-type: none"> • At least 1-inch and equal on all sides (could be greater than 1-inch) 	<ul style="list-style-type: none"> • 1-inch on all sides of the page (dissertations and theses may have different requirements; §2.22).
Student Title Page Components	
<ul style="list-style-type: none"> • 6th edition had no exceptions for a student paper <ul style="list-style-type: none"> ○ Running head, title, byline, and affiliation required ○ Class and date optional at Allen College 	<ul style="list-style-type: none"> • No Running head • Bold the title and add an additional double-spaced line before the author • Follow the title, byline, and affiliation information with these items on separate, centered, double-spaced lines: <ul style="list-style-type: none"> ○ course number & name (in institutional format; e.g. AC 306 Professional Communication), ○ instructor’s name (in the instructors preferred format; e.g., Jane Doe, MSN, RN, CNE), and ○ assignment due date (in the format used in your country; e.g., November 4, 2020 or 4 November 2020) <p style="text-align: right;">(§2.23)</p>

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Chapter 2 Elements & Format, continued	
Running head	
<ul style="list-style-type: none"> Required the words "Running head:" on the title page Use of the ampersand (&) not addressed 	<ul style="list-style-type: none"> "Running head:" omitted from the title page. Use just the abbreviated title on all pages if using a running head. May use the ampersand (&) in the Running head. Avoid abbreviations (§2.8)
Title page spacing	
<ul style="list-style-type: none"> Double spaced throughout 	<ul style="list-style-type: none"> Add one extra double-spaced line after the title and at least one extra double-spaced line prior to an author note (if required; §2.21).
Title length	
<ul style="list-style-type: none"> Limited to 12 words 	<ul style="list-style-type: none"> No prescribed limit; should be focused and succinct (§2.4).
Text spacing	
<ul style="list-style-type: none"> Double-spaced; no extra spacing 	<ul style="list-style-type: none"> Double-spaced with no extra spacing between sections of text; e.g., between paragraphs or before or after headings (§2.21).
Title page font	
<ul style="list-style-type: none"> Nothing bolded 	<ul style="list-style-type: none"> Title bolded (§2.4).
Reference page	
<ul style="list-style-type: none"> "References" not bolded 	<ul style="list-style-type: none"> The section heading "References" is bolded (§2.12). The section headings for Author Note, Abstract, Footnotes, Appendix, etc. are also bolded (§2.28).
Paragraph alignment	
<ul style="list-style-type: none"> Permitted the manual breaking of URLs before most punctuation with a paragraph return, not a space. 	<ul style="list-style-type: none"> Do not manually insert line breaks into long DOIs or URLs; breaks applied by a word-processing program are acceptable (§2.23)

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Chapter 2 Elements & Format, continued	
Heading Structure	
<ul style="list-style-type: none"> Distinguishes between “Uppercase and Lowercase” headings (Levels 1 and 2) vs. “Lowercase” headings (Levels 3-5) 	<ul style="list-style-type: none"> New heading formats for Levels 3,4, & 5. See table on inside of front cover or p. 48. Describes the use of headings within the introduction. All heading levels are “Title Case,” (i.e., Upper and Lowercase). Follow rules for capitalization in §6.17 (p. 167, 7th Ed.). <p style="text-align: right;">(§2.27)</p>
Chapter 3 Journal Article Reporting Standards (JARS)	
	<ul style="list-style-type: none"> Good information about writing the Abstract, Introduction, and various types of research papers
Chapter 4 Writing Style and Grammar	
Paragraph length	
<ul style="list-style-type: none"> Required at least two sentences in a paragraph 	<ul style="list-style-type: none"> Allows for single sentence paragraphs, stating that they should be used infrequently (§4.6).
Anthropomorphism	
<ul style="list-style-type: none"> Not allowed in 6th Ed. 	<ul style="list-style-type: none"> May be allowed if in widespread use, if understanding is not impeded, and if readers are not misled. Ensure clear communication (§4.11).
Use of first-person, singular “they”	
<ul style="list-style-type: none"> “They” could only be used to refer to a plural antecedent 	<ul style="list-style-type: none"> Use to refer to a person who uses “they” as their pronoun. Use as a referent to a person whose gender is unknown or irrelevant. Use the forms they, them, their, theirs, themselves/themselves. <p style="text-align: right;">(§4.18)</p>
Verb Tense	
	<ul style="list-style-type: none"> Verb use expanded and includes a table of recommended tenses (§4.12 and Table 4.1).
Strategies to improve your writing	
	<ul style="list-style-type: none"> New sections in 7th Edition (§4.25-4.30)

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Chapter 5 Bias-Free Language Guidelines	
	<ul style="list-style-type: none"> • pp. 131-149
Chapter 6 Mechanics of Style	
Spacing between sentences	
<ul style="list-style-type: none"> • Two spaces following end-of-sentence punctuation 	<ul style="list-style-type: none"> • Single space after end-of-sentence punctuation (§6.1).
Punctuation	
	<ul style="list-style-type: none"> • Several additions regarding semicolons, quotation marks, dashes, etc. Read all sections (§6.1–6.10).
Preferred spelling	
	<ul style="list-style-type: none"> • Expanded to include technology-related terms, e.g., log in (verb) vs. login page (adjective; §6.11).
Linguistic examples	
<ul style="list-style-type: none"> • Used italics for a letter, word, or phrase cited as a linguistic example: the letter <i>a</i> 	<ul style="list-style-type: none"> • Linguistic examples are placed in quotation marks: the letter “a,” or the singular “they” (§6.7).
Capitalization	
	<ul style="list-style-type: none"> • No longer capitalize a personal name beginning with a lower-case letter (de Waal) when the name begins a sentence • Do not start a sentence with a proper noun (iPad) or statistical term (<i>t</i>-test) beginning with a lower-case letter (§6.13). • Differentiates between title case and sentence case with respect to capitalization (§6.17).
Abbreviations	
	<ul style="list-style-type: none"> • Addresses introduction of an abbreviation in the heading and in parenthetical text and citations (§6.25). • Includes time and Latin abbreviations (§6.28-6.29).
Chapter 7 Tables and Figures	
	<ul style="list-style-type: none"> • Consult this chapter as needed (pp. 175-250).
Chapter 8 In-Text Citations	
Plagiarism and Self-plagiarism	
	<ul style="list-style-type: none"> • Additional information added (§8.2-8.3).

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Chapter 8 In-Text Citations, continued	
Secondary citations	
<ul style="list-style-type: none"> Date of primary source 	<ul style="list-style-type: none"> Include date of primary source, if known, in the citation of the secondary source (§8.6). Example: (Brown, 2011, as cited in Smith, 2019)
Classroom and intranet resources	
	<ul style="list-style-type: none"> Citation format determined by whether or not the audience you are writing for can retrieve the source. If the source is recoverable by your audience, use formats in Chap. 10 (e.g., Example 102, PowerPoint slides or lecture notes). If your audience will not have access to the source, cite as a personal communication. <p style="text-align: right;"> (§8.8)</p>
Citing traditional knowledge or oral traditions	
	<ul style="list-style-type: none"> See §8.9
Parenthetical and Narrative Citations	
	<ul style="list-style-type: none"> New information (§8.11).
Using the title of a work in an in-text citation	
<ul style="list-style-type: none"> 7th Ed. simplified the explanation of when to use italics 	<ul style="list-style-type: none"> If the title is italicized in the reference list, italicize it in the in-text citation; if not, place double quotation marks around the title in the in-text citation (§8.14).
Omitting the year in repeated narrative citations	
<ul style="list-style-type: none"> Touched on in 6th Ed. 	<ul style="list-style-type: none"> Expanded upon and includes an example (§8.16).
Use of “et al.” after the first author’s name in citations	
<ul style="list-style-type: none"> Used with first citation if there were six or more authors Used with second citation of a work with three to five authors 	<ul style="list-style-type: none"> Use et al. in all citations of a work with three or more authors as long as there is no ambiguity regarding the source (§8.17-8.18). Because et al. is plural, it cannot stand for only one name (§ 8.18).

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Chapter 8 In-Text Citations, continued	
General mention of source	
	<ul style="list-style-type: none"> • If a source is referred to without use of any specific information from that source, no reference list entry or in-text citation is needed. • For a website, include the URL; e.g., “We created the survey using Survey Monkey (www.surveymonkey.com).” • For periodicals, mention the name of the journal, in italics. • For common software and apps, include the version used. <p style="text-align: right;"> (§8.22)</p>
Long paraphrases without repeated citations to the same source	
<ul style="list-style-type: none"> • Covered briefly 	<ul style="list-style-type: none"> • See §8.24
Placement of citations with direct quotations.	
<ul style="list-style-type: none"> • Parenthetical citations placed immediately after the closing quotation mark. • Clarified in the 7th Ed. 	<ul style="list-style-type: none"> • The Seventh Edition (2020) states, “Place a parenthetical citation either immediately after the quotation or at the end of the sentence. For a narrative citation, include the author and year in the sentence and then place the page number or other location information in parentheses after the quotation” (§8.26).
Using headings as a locator if the source is not paginated	
<ul style="list-style-type: none"> • Included the word “section” only if using a section heading in the source. • Example: (Conclusion section, para.3) 	<ul style="list-style-type: none"> • Includes “section” if using any heading as the locator. • Enclose the heading in quotation marks if it is abbreviated. <p style="text-align: right;"> (§8.28)</p>
Quoting items from a list	
	<ul style="list-style-type: none"> • Enclose individual items in separate sets of quotation marks (§8.28).
Quotations from research participants	
	<ul style="list-style-type: none"> • New information (see §8.36).

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Chapter 9 Reference List	
What to do when information for the reference is missing	
<ul style="list-style-type: none"> Discussed in text 	<ul style="list-style-type: none"> Includes a table for quick reference (Table 9.1, p. 284).
Determining group authorship when there is no stated author	
<ul style="list-style-type: none"> Covered briefly 	<ul style="list-style-type: none"> Includes information about assuming authorship (§9.7).
Number of Authors to include in the reference list	
<ul style="list-style-type: none"> Included the surnames and initials for up to and including 7 authors; for 8 or more authors, include the first six authors, insert an ellipsis, and add the final author's name. 	<ul style="list-style-type: none"> Include surnames and initials for up to and including 20 authors; for 21 or more authors, include the first 19 authors', insert an ellipsis (but no ampersand) and the final author's name (§9.8).
Unusual author elements	
	<ul style="list-style-type: none"> Addresses authors with one name (Plato); an inseparable, multipart name (Malcom X); essential titles (Queen Elizabeth II); usernames; and screen names (§9.8).
Additional details for group authors; e.g., government agencies	
	<ul style="list-style-type: none"> See §9.11.
Publication date for web sources	
<ul style="list-style-type: none"> Use date the work was produced 	<ul style="list-style-type: none"> Allows use of "Last Updated" date for the page as the date of publication Makes a distinction between date of update and date of review (§9.15)
Retrieval date for Wikipedia	
<ul style="list-style-type: none"> Date required 	<ul style="list-style-type: none"> Do not need a retrieval date for Wikipedia articles because they are archived and retrievable (§9.16).
Issue numbers	
<ul style="list-style-type: none"> Included only if the journal was paginated by issue 	<ul style="list-style-type: none"> Include an issue number for all periodicals that have an issue number (§9.25).
Publisher location	
<ul style="list-style-type: none"> Included for books, reports, software, and apps 	<ul style="list-style-type: none"> Omit the publisher location from the reference list (§9.29).

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Chapter 9 Reference List, continued	
When the Author is also the Publisher	
<ul style="list-style-type: none"> • Use “Author” to indicate the publisher 	<ul style="list-style-type: none"> • Omit the publisher from the reference (no longer use “Author”; §9.29)
Formatting of DOIs and URLs	
<ul style="list-style-type: none"> • doi: followed by the alphanumeric string • URLs are preceded with the words “Retrieved from” • Hyperlinks inactivated 	<ul style="list-style-type: none"> • Both DOIs and URLs should be presented as hyperlinks (beginning with http:// or https://). • For DOIs, use https://doi.org/xxxx where xxxx refers to the DOI number. • Use even if the DOI in your source is presented as a number. • Do not include the words “Retrieved from” with DOIs or URLs. • For DOIs and URLs it is acceptable to use either the default display settings for hyperlinks in your word-processing program (e.g., usually blue font, underlined) or plain text that is not underlined. Links should be live if the work is to be published or read online. • It is ok if your word processing program adds a break to a DOI or URL or moves it to a new line; do not add line breaks manually to a hyperlink. <p style="text-align: right;">(§9.35)</p>
DOI and URL Shorteners	
	<ul style="list-style-type: none"> • Sections on the use of shortened DOIs or URLs—ok if they take you to the source—and what to do if there is no source (§9.36 & 9.37).
Annotated Bibliographies	
<ul style="list-style-type: none"> • Not covered 	<ul style="list-style-type: none"> • Discusses the format of an Annotated Bibliography (§9.51 and Figure 9.3 on p. 308)

Chapter 9 Reference Examples

Reference examples include illustrations of the in-text citations, both parenthetical and narrative, that would correspond with the reference examples. The examples are organized by type into textual works; data sets, software, and tests; audiovisual media; and online media.

Chapter 10 Legal References

APA style references differ from legal style references. This chapter examines those differences (Table 11.1) and provides general guidelines for creating APA Style legal references. The division and layout of the examples make it easier to search for the example that you need.

Chapter 11 Publication Process

Step-by-Step process for publishing your writing.

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