Instructor Name (Section 1.6): Name of the instructor of the course to which the paper is being submitted. Use the title and name shown on course materials (e.g., syllabus). Center the name one double-spaced line after the course number and name.

Due Date (Section 1.6): Due date of the assignment. Include the month, day, and year in the format used in your country (e.g., May 4, 2020, or 4 May 2020). Spell out the month and write the full year. Center the date one double-spaced line after the instructor name.

Page Header (Section 1.17): Page number 1. Flush right in the header (upper right corner).

Paper Format

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Conciseness (Sections 2.4–2.6): Choose words and phracD /MCID

Lists (Sections 4.11–4.14): Ensure items in lists

column headings, and above column spanners. Do not use vertical borders or borders around every cell in the table.

All tables include four basic components: number, title, column headings, and body. Write the table number above the table title and body and in bold. Write the table title one double-spaced line below the table number and in italic title case. Label all columns. Center column headings, and capitalize them in sentence case. Include notes beneath the table if needed to describe the contents. Start each type of note (general, specifc, and probability) on its own line, and double-space it.

See sample tables on the APA Style website.

Figures (Sections 7.22–7.32): Use a program appropriate for creating fgures (e.g., Word, Excel, Photoshop, Inkscape, SPSS). Number fgures in the order they are mentioned in the text. Within fgures, check that images are clear,

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When citing multiple works in parentheses, place the citations in alphabetical order. When multiple parenthetical citations have the same author(s), order the years chronologically and separate them with commas (e.g., Coutlee, 2019, 2020). When the authors are different, separate the parenthetical citations with semicolons (e.g., Coutlee, 2019, 2020; Ngwane, 2020; Oishi, 2019).

For more examples, see the Citation of Multiple Works page.

Limit the use of direct quotations. Include the author (or title if no author), year, and specifc part of the work (page number(s), paragraph number(s), section name) in the citation.

- ***Short quotation (less than 40 words):*** Use double quotation marks around the quotation.
- ***Block quotation (40 words or more):*** Use the block format: Indent the entire quotation 0.5 in. from the left margin and double-space it.

For more information, see the Quotations page.

References (Chapters 9 and 10)

Start the reference list on a new page after the text.

Center and bold the section label “References” at the top of the page.

Double-space the entire reference list, both within and between entries.

Use a hanging indent for each reference entry: First line of the reference is fush left, and subsequent lines are indented by 0.5 in. Apply the hanging indent using the paragraph-formatting function of your word-processing program.

All reference entries should have a corresponding in-text citation. The beginning of the reference entry (usually the frst author’s surname) and year should match the corresponding in-text citation.

List references in alphabetical order according to seventh edition guidelines.

Create the appropriate reference entry for the type of work being cited, as described in Chapter 9 and shown in Chapter 10 and on the Reference Examples pages.

Do not create refence entries for personal communications and secondary sources.

For a list of works to include and exclude from a reference list, see the Works Included page.

Each reference entry includes four elements: author, date, title, and source.

See exceptions for references with missing information on the Missing Information page.

Use punctuation to group information and separate reference elements.

For more information, see the

Do not include database information for works retrieved from academic research databases. Do include database information for works retrieved from databases with original, proprietary content or works of limited circulation (e.g., UpToDate).

For more information, see the Database Information page.

Include a DOI or URL for any work that has one. If there is no DOI, include a URL if the work is retrieved online (but not from a database). Present DOIs and URLs as hyperlinks (beginning with "http:" or "https:"). Copy and paste DOIs and URLs directly from your web browser. Do not write "Retrieved from" or "Accessed from" before a DOI or URL. Do not add a period after a DOI or URL.

For more information, see the DOIs and URLs page.

More information on APA Style can be found in Chapter 9 of the *Publication Manual of the American Psychological Association* (7th ed.) and the *Concise Guide to APA Style* (7th ed.).

SOURCE: American Psychological Association. (2020). *Concise guide to APA Style* (7th ed.). https://doi.org/10.1037/0000173-000

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