**Formatting for APA 7th edition**

**Layout (**See APA website on [Line Spacing](https://apastyle.apa.org/style-grammar-guidelines/paper-format/line-spacing) and [Font](https://apastyle.apa.org/style-grammar-guidelines/paper-format/font))

* All material (including references) must be double-spaced throughout (we allow 1.5 spacing)
* The first line of all paragraphs should be indented by one tab space
* No additional lines should be placed between paragraphs or between headings and paragraphs
* Use left justification throughout, ragged right margin
* Recommended fonts include 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern

**Headings (**See [APA Headings](https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings) for details**)**

* Five levels of headings can be used but must be used sequentially.

**Heading Styles**

**Method (Level 1)**

**Materials and Procedure (Level 2)**

***Questionnaire Measures (Level 3)***

**Trauma Questionnaires (Level 4).**

***Situation Subscale (Level 5).***

* All headings should be in the same font and point size as the main text
* 1st level headings should be bold face, centred and use Title Case
* 2nd level headings should be bold face, flush left and use Title Case
* 3rd level headings should be bold italic face, flush left and use Title Case
* 4th & 5th level headings are indented, full stop at the end and text begins on the same line

NB: Title Case means that most words are capitalised

# Organisation of Manuscript

The main heading **Introduction** is not used in APA style papers as it is assumed that the first section of the paper will be the introduction – write the title at the start instead. Specific headings will depend on the nature of the paper.

**Reducing bias**

* See [APA General Principles for Reducing Bias](•%09https:/apastyle.apa.org/style-grammar-guidelines/bias-free-language/general-principles) for details – some examples include:
* Try to be specific about the population when appropriate, e.g. when writing about ages, gender, racial and ethnic groups, sexual orientation, and socioeconomic status – e.g. name the age group or specific nation/region of origin.
* Be sensitive to labels, e.g. consider whether person-first “person with paraplegia” or identity-first “autistic person” is preferred by the group you are writing about.
* Be wary of order of presentation for language (e.g. writing men and women, British and Ugandan) and figures/graphs (which group is presented first/on the left) as the group presented first can be seen as the universal standard.
* Use the singular “they” when the person prefers this or when the gender of the person is not known or you are referring to a generic person.

**Numbers (**See [Numbers](https://apastyle.apa.org/style-grammar-guidelines/numbers) section of the APA website for details**)**

* Usually, numbers **under 10** write in **words** and **numbers 10 and above** write in **numerals**
* When starting a sentence with a number write in words
* Common fractions (e.g. a fifth, two-thirds) can be written in words
* When giving a unit of measurement, scores on a scale, percentages, times, dates and ages, then use numerals (e.g. 3cm, 6 on a 7-point scale, 4%, 5th percentile, about 6 years ago)

**Quotations (**See [Quotations](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations) section of APA website)

* Fewer than 40 words are embedded in the text with double quotes and page numbers
* More than 40 words separate from the text, no quotes, indented

**Citations**

Parenthetical citation: According to new research…. (Patel, 2020)

Narrative citation: Patel (2020) claims that…

|  |  |  |
| --- | --- | --- |
| **Author number** | **Parenthetical** | **Narrative** |
| One author | (Patel, 2020) | Patel (2020) |
| Two authors | (Suzuki & Tai, 2021) | Suzuki and Tai (2021) |
| Three or more authors | (Boateng et al., 2015) | Boateng et al. (2015) |
| Organisation with abbreviation: First citation  Subsequent citations | (National Institute of Mental Health [NIMH], 2020)  (NIMH, 2020) | National Institute of Mental Health (NIMH, 2020)  NIMH (2020) |

* For three authors or more, if putting author et al. makes two references the same, then shorten to as few authors as possible to resolve this confusion (e.g., Amor, Munks, et al., 2012; Amor, Slinger, et al., 2012).
* In order to avoid confusion between references with identical authors/dates use a,b,c etc . (e.g., Amor & Dunn, 2000a).
* If you read about a paper you want to cite (primary source) in another paper (secondary source), ideally find and cite the primary source. However, if, say, Murray (2015) discusses a paper by Hodge (1999) and you cannot find Hodge (1999), in the text you would write (Hodge, 1999, as cited in Murray, 2015) and in the reference list only include Murray (2015).

**References** (More detail and examples in the [References](https://apastyle.apa.org/style-grammar-guidelines/references) section of the APA website).

* The list should be labelled “References”, capitalised, in bold, and centred.
* All reference list entries should be double-spaced (or can be 1.5 for DClinPsy work) and with a hanging indent

*Book*

Sapolsky, R. M. (2017). Behave: The biology of humans at our best and worst. Penguin Books.

*e-book*

Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

*Book chapter*

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), The psychology of high performance: Developing human potential into domain-specific talent (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

*Journal article*

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. Psychology of Popular Media Culture, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

*DSM-V*

American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

*Webpage with group organisation and date*

World Health Organization. (2018, May 24). The top 10 causes of death. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>