Formatting Changes in the Seventh Edition of the *Publication Manual*

Title

Authors will format titles in their manuscripts per these guidelines from Section 2.4 (p. 32):

> The paper title should be in title case (see Section 6.17), bold, centered, and positioned in the upper half of the title page (e.g., three or four lines down from the top margin of the page). Move the title up to accommodate a longer author note if necessary. If the title is longer than one line, the main title and the subtitle can be separated on double-spaced lines if desired. Note that the paper title also appears at the top of the first page of text (see Sections 2.11 and 2.28).

Author Names

Author names will appear per these guidelines from Section 2.5 (p. 33):

> The byline appears on the title page after the paper title. One one blank double-spaced line is included between the paper title and the byline.
> - If the paper has one author, the author name is centered and in standard (i.e., nonbold, nonitalic) font.
> - If the paper has multiple authors, the names of the authors are on the same line (flowing onto additional lines if needed), centered, and in standard font. Two authors are separated with the word "and"; three or more authors are separated with commas and the word "and" before the final author's name.
> - For names with suffixes, the suffix is separated from the rest of the name with a space, not a comma (e.g., Roland J. Thorpe Jr.).

Affiliations

Affiliations appear under the author names on the title page. Authors should provide affiliation information per these guidelines (from Section 2.6, p. 34):
- Academic affiliations (e.g., universities, teaching hospitals affiliated with a university) should include the name of any department or division and the name of the institution, separated by a comma. It is not necessary to include the location of the institution unless the location is part of the institution's name.
- Nonacademic institutional affiliations (e.g., hospitals not affiliated with a university, independent laboratories, other organizations) should include the name of any department or division, the name of the institution, and the location of the institution, separated by commas.
- Authors who are in private practice or who have no institutional affiliation should include their location.
- When providing a location (as for nonacademic institutions and private practices), give the city; state, province, or territory as applicable; and country. Spell out state, province, and territory names rather than abbreviating them.

Affiliations are now formatted using a superscript format.

Variation	Example
One author, one affiliation	Maggie C. Leonard Department of Psychology, George Mason University
One author, two affiliations	Andrew K. Jones-Willoughby School of Psychology, University of Sydney Center for Behavioral Neuroscience, American University
One author, no institutional affiliation	Isabel de Vries Rochester, New York, United States
Two authors, shared affiliation	Mackenzie J. Clement and Talia R. Cummings College of Nursing, Michigan State University
Two authors, different affiliations	Wilhelm T. Weber[1] and Latasha P. Jackson[2] [1] Max Planck Institute for Human Development, Berlin, Germany [2] College of Education, University of Georgia
Three or more authors, shared affiliations	Madina Wahab, DeAndre L. Washington Jr., and Julian H. Lee School of Public Health, University of California, Berkeley
Three or more authors, different affiliations	Savannah C. St. John[1], Fen-Lei Chang[2, 3], and Carlos O. Vásquez III[1] [1] Educational Testing Service, Princeton, New Jersey, United States [2] MRC Cognition and Brain Sciences Unit, Cambridge, England [3] Department of Psychology, University of Cambridge

The complete guidelines are as follows (from Section 2.6):

> The format of the affiliation depends on the number of authors and whether different authors have different affiliations, as follows. Begin the affiliation(s) on a new line after the byline. Place different affiliations on their own lines. Do not add blank lines between affiliations or between the byline and the first affiliation. See Table 2.2 for examples of how to set up author bylines and affiliations.

All Authors Share One Affiliation

> If the paper has one author with one affiliation, or if all authors of a multiauthored paper share one affiliation, include the affiliation centered and in standard font on its own line, beginning one line below the byline. Do not include a superscript numeral.

All Authors Share Two Affiliations

> If the paper has one author with two affiliations, or if all authors of a multiauthored paper share the same two affiliations, include each affiliation centered and in standard font on its own line, beginning one line below the byline. Do not include superscript numerals.

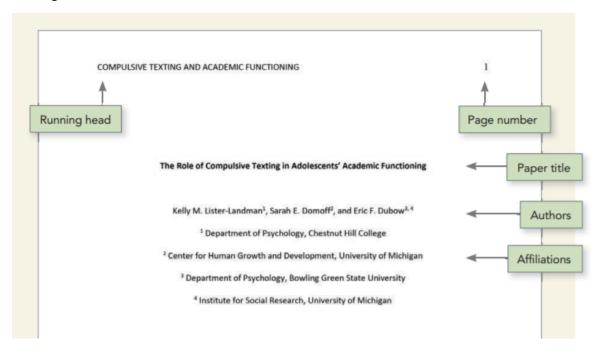### Multiple Authors With Different Affiliations

> If the paper has two or more authors with different affiliations (even if only the department is different within the same university), use superscript Arabic numerals to connect author names to the appropriate affiliation(s). List authors' affiliations in the order the authors appear in the byline; for example, for a paper with two authors who have different affiliations, list the affiliation of the first author first, followed by the

affiliation of the second author, with each affiliation centered and in standard font on its own line, beginning one line below the byline. Place a superscript numeral 1 after the first author's surname, without a space between the name and the numeral (when a paper has three or more authors and thus commas appear after author names, put the numeral after the surname and before the comma). Then put a corresponding superscript numeral 1 before the corresponding affiliation (with a space between the numeral and the start of the affiliation). Repeat this process for the second author using the numeral 2 (and so on when a paper has more authors).

   If some, but not all, authors share an affiliation, list the affiliation once and reuse the superscript numeral in the byline. Identify authors with two affiliations in the byline by separating the appropriate superscript numerals with a superscript comma and space.

   If the paper has only one author, or if there are multiple authors but all authors share the same one or two affiliations, then superscript numerals are not used.
Group Authors. For group authors (e.g., task forces, working groups, organizations), superscript numerals are not usually used because the group is essentially its own affiliation.

Example:

COMPULSIVE TEXTING AND ACADEMIC FUNCTIONING   1

Running head   Page number

The Role of Compulsive Texting in Adolescents' Academic Functioning   ← Paper title

Kelly M. Lister-Landman[1], Sarah E. Domoff[2], and Eric F. Dubow[3,4]   ← Authors

[1] Department of Psychology, Chestnut Hill College

[2] Center for Human Growth and Development, University of Michigan   ← Affiliations

[3] Department of Psychology, Bowling Green State University

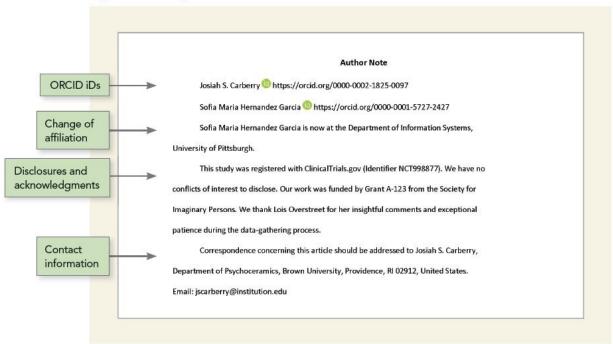[4] Institute for Social Research, University of Michigan

Author Notes

The first paragraph of the author note is no longer an affiliations paragraph. All affiliations information is included in the byline *only*.

The first paragraph may contain authors' ORCID iDs. Provide the author's name, the ORCID iD symbol, and the full URL for the ORCID iD, listing each author on a separate, indented line. The iD symbol should be included in the link, per ORCID's recommendation.

These guidelines are specified in Section 2.7. See also Figure 2.3:

Figure 2.3 Sample Author Note

The final paragraph is still the correspondence paragraph. Addresses should always include the country. U.S. addresses should include "United States" (see example above). The corresponding author's email address is last, with no period after it. Note that "email" now has no hyphen.

Running Head

The format for the running head in the typeset article will not change. However, authors will now submit papers without the label "Running head:" on the title page. The running head itself (all capital letters, 50 characters or less) will still appear in the header of each page.

Abstracts

Abstracts may appear in paragraph or structured format, depending on the requirements of the journal. APA journals use bold italic for the labels in structured abstracts.

Format of Headings

The following table demonstrates how to format headings in APA Style (7th ed.).

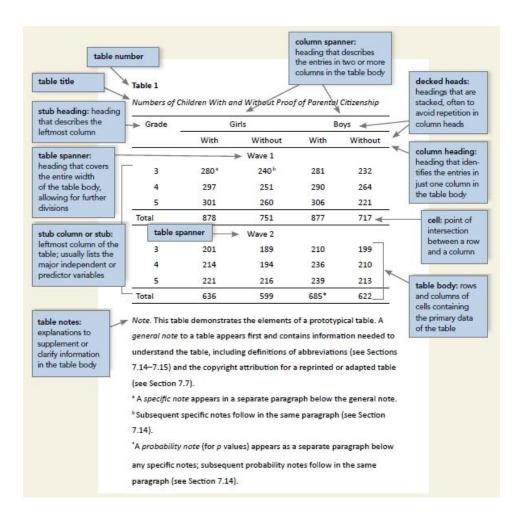| Level	Seventh Edition Format
1	**Centered, Bold, Title Case Heading** Text begins indented as a new paragraph.
2	**Flush Left, Bold, Title Case Heading** Text begins indented as a new paragraph.
3	*Flush Left, Bold Italic, Title Case Heading* Text begins indented as a new paragraph.
4	**Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.
5	*Indented, Bold Italic, Title Case Heading, Ending With a Period.* Text begins on the same line and continues as a regular paragraph.

Headings in the Introduction

Because the first paragraphs of a paper are understood to be introductory, the heading "Introduction" is not needed. Do not begin a paper with an "Introduction" heading; the paper title at the top of the first page of text acts as a de facto Level 1 heading.

It is possible (but not required) to use headings within the introduction. For subsections within the introduction, use **Level 2** headings for the first level of subsection**, Level 3** for subsections of any **Level 2** headings, and so on. After the introduction (regardless of whether it includes headings), use a **Level 1** heading for the next main section of the paper (e.g., Method).

Details about headings can be found at https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings and sample professional papers can be found at https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers
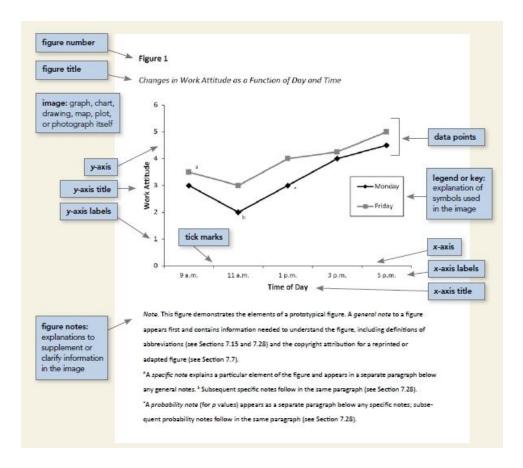
Tables
- Bold the word "Table" and the number: **Table 1**
- The table title is in title case and italics.
- There are no changes in the guidelines about tables notes: general, specific, and probability. See the formatting in the following example.

table number

table title

column spanner: heading that describes the entries in two or more columns in the table body

decked heads: headings that are stacked, often to avoid repetition in column heads

stub heading: heading that describes the leftmost column

table spanner: heading that covers the entire width of the table body, allowing for further divisions

column heading: heading that identifies the entries in just one column in the table body

stub column or stub: leftmost column of the table; usually lists the major independent or predictor variables

cell: point of intersection between a row and a column

table body: rows and columns of cells containing the primary data of the table

table notes: explanations to supplement or clarify information in the table body

Table 1

Numbers of Children With and Without Proof of Parental Citizenship

Grade	Girls		Boys	
	With	Without	With	Without
Wave 1				
3	280[a]	240[b]	281	232
4	297	251	290	264
5	301	260	306	221
Total	878	751	877	717
Wave 2				
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685[*]	622

table spanner

Note. This table demonstrates the elements of a prototypical table. A *general note* to a table appears first and contains information needed to understand the table, including definitions of abbreviations (see Sections 7.14–7.15) and the copyright attribution for a reprinted or adapted table (see Section 7.7).

[a] A *specific note* appears in a separate paragraph below the general note.

[b] Subsequent specific notes follow in the same paragraph (see Section 7.14).

[*] A *probability note* (for *p* values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.14).

Figures

- Bold the word "Figure" and the number: **Figure 1**
- A change in this edition: Figures now have titles, just like tables.
- The figure title is in title case and italics.
- Figures now also have a "Note" (instead of a "caption") and follow the same guidelines as table notes. Just as with tables, begin a general note with the word "Note" followed by a period. Figures can have general, specific, and probability notes, just like tables. See the formatting in the following example.

Figure 1

Changes in Work Attitude as a Function of Day and Time

Note. This figure demonstrates the elements of a prototypical figure. A *general* note to a figure appears first and contains information needed to understand the figure, including definitions of abbreviations (see Sections 7.15 and 7.28) and the copyright attribution for a reprinted or adapted figure (see Section 7.7).

[a] A *specific note* explains a particular element of the figure and appears in a separate paragraph below any general notes. [b] Subsequent specific notes follow in the same paragraph (see Section 7.28).

[c] A *probability note* (for p values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.28).

Many additional sample tables and figures in seventh edition APA Style can be found at https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables and https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures

For Journal Editors

Changes noted above are focused on how the seventh edition changes influence the typesetting of the accepted manuscript. In the chapter-by-chapter overview below, we note changes that influence how an author will prepare the manuscript, copyediting and formatting concerns (e.g., some key changes to references), and author research and publishing concerns.

Chapter 1

Chapter 1 has all new and updated text about scholarly writing and publishing principles. We recommend that journal editors review the entire chapter. This includes information about ethical and accurate reporting of research results, data retention and sharing, including additional data-sharing considerations for qualitative research, publication credit, authors' intellectual property rights during manuscript review, and much more.

Chapter 2

Chapter 2 includes information about paper elements and formatting for both professional and student papers. The details below are about the changes to professional paper formatting only.

Title page

A title page includes the following elements:
- title of the paper (see Section 2.4),
- name of each author of the paper (the byline; see Section 1.22 for determining the order of authorship and Section 2.5 for formatting the byline),
- affiliation for each author (see Section 2.6),
- author note (see Section 2.7),
- running head (also included on all pages; see Section 2.8), and
- page number (also included on all pages; see Section 2.18).

Running Heads

Professional manuscripts still include a running head of 50 characters or fewer. The only change is that the words "Running head:" no longer appear as a label on the first page.

See the professional sample paper at https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers for examples of the seventh edition APA Style formatting applied to a manuscript.

Keywords

Authors will provide keywords following the guidance in Section 2.10 (p. 39):

Write the label "*Keywords:*" (in italic) one line below the abstract, indented 0.5 in. like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns; see Section 6.14), separated by commas. The keywords can be listed in any order. Do not use a period or other punctuation after the last keyword (see the sample professional paper at the end of this chapter). If the keywords run onto a second line, the second line is not indented.

Author Notes

Requirements for the author note have changed. See Section 2.7 (beginning on p. 35) for complete details.

1. Paragraph 1 is no longer an affiliations paragraph because all affiliations information is included in the byline only. However, paragraph 1 is now used for including ORCID iDs, when applicable. Include only the names of authors who have ORCID iDs. If no authors have ORCID iDs, omit this paragraph. Formatting

2. Paragraph 2 is for changes of affiliation. Identify any changes in author affiliation subsequent to the time of the study. Use the following wording: "[Author's name] is now at [affiliation]." This paragraph may also be used to acknowledge the death of an author.

3. Paragraph 3 is for disclosures and acknowledgments. If the disclosures and acknowledgments are short, combine them into one paragraph; if they are long, separate them into multiple paragraphs. Information to include is as follows:
   a. **Study Registration.** If the study was registered, provide the registry name and document entry number in the author note. Clinical trials and meta-analyses are often registered. For example, write "This study was registered with ClinicalTrials.gov (Identifier NCT998877)." For more information on study registration information as it pertains to JARS, see Section 3.9.

b. **Open Practices and Data Sharing.** If the study data and/or materials are to be shared openly as part of the publication of the article (see also Section 1.14), acknowledge this in the author note. Cite the data set in the author note, and include the reference for the data set in the reference list (see Section 10.9).

c. **Disclosure of Related Reports and Conflicts of Interest.** If the article is based on data used in a previously published report (e.g., a longitudinal study), doctoral dissertation, or conference presentation, disclose this information, and include an in-text citation. For example, write "This article is based on data published in Pulaski (2017)" or "This article is based on the dissertation completed by Graham (2018)" and include an entry for Pulaski (2017) or Graham (2018) in the reference list. Also acknowledge the publication of related reports (e.g., reports on the same data). In addition, indicate in this paragraph whether any author has a possible or perceived conflict of interest (e.g., ownership of stock in a company that manufactures a drug used in the study); if not, state that no conflict of interest exists. If your employer or granting organization requires a disclaimer stating, for example, that the research reported does not reflect the views of that organization, include such a statement in this paragraph and follow the format or wording prescribed by that organization.

d. **Acknowledgments of Financial Support and Other Assistance.** Complete and accurate funding information for your article should be included in the author note. Report the names of all funding organizations; all grant, fellowship, or award numbers and/or names; the names of the funding recipients; and the names of principal investigators (if any) for the funded research. <mark>Much more detail about what to include in this section can be found on pages 36–37.</mark>

4. Paragraph 4 is the correspondence paragraph. Addresses should always include the country. U.S. addresses should include "United States" (see example above). The corresponding author's email address is last, with no period after it. Note that "email" now has no hyphen.

Fonts

Section 2.19 notes that "APA Style papers should be written in a font that is accessible to all users." Authors may choose another font, but Section 2.19 does provide some recommendations:

- a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode or
- a serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the latter is the default font for LaTeX).

Because different fonts take up different amounts of space on the page, we recommend using word count rather than page count to gauge paper length (see Section 2.25, which includes much more information for authors about paper length).

See the APA Style website (https://apastyle.apa.org/style-grammar-guidelines/paper-format/font) for further discussion of font and accessible typography.

Chapter 2 includes much more information for authors about footnotes, appendices, supplemental materials, line spacing, and more.

Chapter 3

Chapter 3 orients users to journal article reporting standards (JARS) and includes tables outlining standards for reporting quantitative, qualitative, and mixed methods research.
- JARS for quantitative research has been significantly expanded and updated.
- The updated JARS now cover qualitative and mixed methods research.

Chapter 4

Chapter 4 provides guidance on writing style and grammar. Guidance and examples have been updated.

- One key change is that the singular "they" is endorsed, consistent with inclusive usage. Details and examples are in Section 4.18 as well as in this blog post: https://apastyle.apa.org/blog/singular-they

Chapter 5

Chapter 5 presents bias-free language guidelines:
- Existing guidance on age, disability, gender, racial and ethnic identity, and sexual orientation has been updated to reflect best practices.
- New guidance is provided on participation in research, socioeconomic status, and intersectionality.

Chapter 6
Chapter 6 covers the mechanics of style, including punctuation, capitalization, abbreviations, numbers, and statistics in text.
- Authors are advised to use one space after a period at the end of a sentence.
- Authors are advised to use double quotation marks to refer to a letter, word, phrase, or sentence as a linguistic example or as itself
  Examples
  o the letter "m"
  o the singular "they"
  o answered "yes" or "no"
  o Instead of referring to someone as a "defective child," talk about a "child with a congenital disability" or a "child with a birth impairment."
  o Students wrote "I promise to uphold the honor code" at the top of the test page.

- Authors are advised to use double quotation marks to present stimuli in the text (long lists of stimuli may be better presented in a table, where quotation marks are not needed)
  Examples
  o The stimulus words were "garden," "laundry," "briefcase," and "salary."

- Guidelines for the presentation of numbers have been updated to be consistent throughout a work (e.g., there is no longer an exception for presenting numbers in an abstract).
- New guidance is given on how to write gene and protein names.

- Updated guidelines allow greater flexibility for lettered, numbered, and bulleted lists (see Sections 6.49–6.52).
- Spelling in APA Style papers should conform to the *Merriam-Webster.com Dictionary* (https://www.merriam-webster.com). The spellings of psychological terms should conform to the *APA Dictionary of Psychology* (https://dictionary.apa.org). If a word appears differently in these two dictionaries, follow the spelling in the *APA Dictionary of Psychology*. If a word is not in either of these dictionaries, consult an unabridged edition of Webster's dictionary (see https://unabridged.merriam-webster.com). If the dictionary offers a choice of spellings, select one and use it consistently throughout your paper.
  - Section 6.11 does specify a few preferred spellings for common technology words, including "internet" (lowercase "i"), "email" and "ebook" (no hyphens), and a few others.

Chapter 7
- As noted in greater detail above, formatting of tables and figures is now parallel, making this a consistent style for table and figure numbers, titles, and notes.
- Authors may provide their tables and figures either after the reference list on separate pages or embedded in the text.
- The accessible use of color in figures is addressed (see Section 7.26, p. 228).
- A table checklist appears on p. 207. A figure checklist appears on p. 232. The chapter also includes all new sample tables and figures.

Chapter 8
- New guidance is provided on how to cite recorded or unrecorded Traditional Knowledge and Oral Traditions of Indigenous Peoples (see Section 8.9, p. 260).
- New guidance is provided on how to format quotations from research participants (see Section 8.36, p. 278).
- Information about plagiarism and self-plagiarism has been updated.
- An example of how to format epigraphs is now included (see Section 8.35)
- In-text citations have been made easier: Abbreviate to "et al." even the first time a citation appears.
  - **Sixth Edition style:** "…according to Smith, Ellenio, and Pruitt (2019). Smith et al. (2019) also found that…"
  - **Seventh Edition style:** "…according to Smith et al. (2019). Smith et al. (2019) also found that…"
  - When multiple references would have the same "et al." abbreviation, authors should still disambiguate by spelling out as many author names as needed to differentiate. These and other guidelines about in-text citations are unchanged from sixth edition. Details can be found at https://apastyle.apa.org/style-grammar-guidelines/citations/

Chapters 9–11

Chapter 9 includes guidelines for creating references, with specific sections focusing on each reference element (author, date, title, and source) as well as the format and order of a reference list. Chapters 10 and 11 include specific reference examples.

All Reference Types

1) The number of authors included in a reference entry has changed:
   - Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name: Author, A. A., Author, B. B., & Author, C. C.
   - When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.

   Example

   Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, *77*(3), 437–471. https://doi.org/10.1175/1520-0477(1996)077%3C0437:TNYRP%3E2.0.CO;2

   For more why this change was made, please see https://apastyle.apa.org/blog/more-than-20-authors

2) DOIs in all references where they appear are formatted as https://doi.org/.... (see example above).

3) For any reference with a publisher name or a site name: When the author name and the publisher are an exact match, in the sixth edition the reference included the word "Author" in source element of the reference. In the seventh edition, the publisher is omitted if it is an exact match.

   Example

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

   NOT

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

   NOT

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

   The author name in this reference (American Psychiatric Association) is also the name of the publisher, so the name appears only once in the reference (in the author element). The source element of the reference includes only the DOI.

4) Ideally, periods and commas between elements in a reference should not be italicized. See examples throughout.

Journal Articles
1) When an issue number exists, always include it (in parentheses and not italicized) after the volume number.

   Example
   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

2) If a journal uses numbers rather than pagination, include the word "Article" and the number.

   Example
   Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, *14*(1), Article e0209899. https://doi.org/10.1371/journal.pone.0209899

Books and Book Chapters
1) Do not include physical locations for publishers in any reference type. Where a sixth edition reference included "Washington, DC: Sage." a seventh edition reference is now just "Sage."

   Examples
   With a DOI:
   Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000

   Without a DOI:
   Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Legal References
1) Chapter 11 presents expanded and updated legal reference examples. Guidelines from *The Bluebook: A Uniform System of Citation* continue to be the foundation for APA Style legal references, with some modifications.

Other Reference Types
Details for dissertations, gray literature, audiovisual, social media, and many other reference types are outlined in Chapter 9 and examples appear in Chapter 10 and online at https://apastyle.apa.org/style-grammar-guidelines/references/examples

Chapter 12
Chapter 12 provides guidance on the publication process:
- New content helps early career researchers adapt a dissertation or thesis into a journal article or articles, select a journal for publication, avoid predatory or deceptive publishers, and navigate journal submission.

- A section on understanding the editorial publication process, including the role of editors, the peer review process, and how manuscripts are evaluated.
- A section on manuscript preparation, including how to prepare a manuscript for submission, how to use an online submission portal, how to write a cover letter, and more.
- A section on copyright and permissions, including general guidelines for reprinting or adapting materials and information about copyright and fair use.
- New guidance about how authors can share and promote their work following publication.