

APA 7th Edition Style

To write in APA style you will need to follow the APA style rules as outlined in the 7th edition of the

Publication Manual of the American Psychological Association.

This guide has the style rules for the following:

Abbreviations

Appendices

Brackets

Bullet points and Numbered and Lettered Lists

Italics

Headings

Numbers

Quotation Marks

Abbreviations

(APA, 2020, pp. 172–178)

Sometimes it may be appropriate to use abbreviations in your writing.

The first time you use a term you wish to abbreviate, write the abbreviation in brackets immediately after the term. Thereafter, the abbreviation may be used.

For example, writing Ministry of Health (MOH) allows you to refer to the Ministry of Health as MOH in the remainder of the assignment.

Do not use too many abbreviations and only abbreviate if the term is used **three or more times** in a paper. However, a standard abbreviation for a long, familiar term is clearer and more concise even if it is used fewer than three times.

Standard abbreviations found in the *Merriam-Webster.com* online dictionary (<https://www.merriam-webster.com/>) that are not labelled abbr, may be used without explanation, for example, IQ, HIV.

The following standard Latin abbreviations may be used within brackets (APA, 2020, p.176).

cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus, against

A list of common abbreviations for units of measurement can be found in the APA manual on page 175.

Appendices

(APA, 2020, pp. 41–42)

Sometimes additional information such as survey results or data can be appended to your assignment. Include an appendix only if it helps readers understand, evaluate, or replicate the study or theoretical argument being made. Each appendix should be mentioned at least once in the assignment text (e.g., “see Appendix A”).

- Place the appendix label and title in bold and centred on separate lines at the top of the page.

- Use title case for the appendix label and title (APA, 2020, p. 167).
- Where there is more than one appendix, label each with a capital letter (e.g. Appendix A, Appendix B, etc.), according to the order they appear in the body of the assignment.
- Begin each appendix on a new page.
- Attach appendices after the reference list.
- Continue page numbering into the appendices.

Brackets

(APA, 2020, pp. 159–160)

Round or square brackets are appropriate in specific circumstances.

Use round brackets () for:	Use square brackets [] for:
references and citations, for example, (APA, 2012, p. 93)	clarification of reference information within the reference list, for example, [brochure]
introduction of abbreviations, for example, Ministry of Education (MOE)	non quoted words within a quote, for example, “Nearly always, [governance] is misunderstood.”
parenthetical phrases that clarify information or set off an independent element, for example, (refer to Appendix C)	words within a phrase that are already encased in round brackets, for example (key values include service and responsibility [tautua], and love and commitment [alofa], and respect [fa’aaloalo])
a list within a sentence, for example, (a), stress, (b), anxiety, and (c) resilience ...	display of limits of a confidence interval, for example, 95% CLs [-7.2, 4.3] and [9.2, 12.4]
mathematical expressions and statistical values, for example, ($p = .001$)	

Bullet Points and Numbered or Lettered Lists

(APA 2020, pp. 189–192)

Although not usually used in essays, bullet points and numbered lists may be used in other assignments, such as reports.

Bullet Points:

To bullet point phrases or sentence fragments, use lowercase for the first word or each bullet point. At the end of each point either use no punctuation, for example,

Students will experience the following:

- achieve more
- gain free time
- gain confidence in their ability

or use commas after bulleted items and finish the final item with a full stop, for example,

Students will experience the following:

- achieve more,
- gain free time,
- gain confidence in their ability.

To bullet point a list containing complete sentences, use capital letters and full stops, for example,

Specific goal setting is important:

- Students should set specific goals, for example, “I will pass all my courses,” or “I will get As for course one and two, and a B for course three.”
- Goals should be set for each paper and they should be realistic.
- It is important to include the time-frame for achieving each goal.

Numbered or Lettered Lists:

To list phrases or sentence fragments, use a lettered list. Present the listed items in lowercase, precede each item with a letter in parentheses, and separate the listed items with a comma, for example,

Students will experience the following: (a) achieve more, (b) gain free time, and (c) gain confidence in their ability.

To list complete sentences, use a numbered list. Present items with capital letters and full stops, for example,

Specific goal setting is important:

1. Students should set specific goals, for example, “I will pass all my courses,” or “I will get As for course one and two, and a B for course three.”
2. Goals should be set for each paper and they should be realistic.
3. It is important to include the time-frame for achieving each goal.

Italics

(APA, 2020, pp. 170–172)

In APA style, italics are used for the following:

- titles of full length works, for example, books (e.g., Johnston refers to Morris’s book, *Manwatching: A guide to human behaviour*, ...)
- periodicals (e.g., The nursing journal *Kai Tiaki*...)
- films (e.g., The New Zealand movie *Boy*...)
- webpages and websites (e.g., The website *Verywellmind* ...)
- videos and TV shows (e.g., The current affairs programme, *60 Minutes*...)
- periodical volume numbers in the reference list (e.g., ... *Education Today*, 5, 5-7.)
- genera, species and varieties (e.g., *Arthropodium*)
- anchors of a scale (e.g., 1 [*poor*] to 5 [*excellent*])
- linguistic example (e.g., the letter *a*)
- words used as a designation which may be misread (e.g., the *large* group - not referring to size but label)
- letters used as statistical symbols, algebraic variables, some test scores and scales (refer to the APA manual page 105 for examples)
- when introducing a key term or phrase, the first occurrence only (e.g., ...the group labelled *extra*...)

Headings

(APA, 2020, pp. 47–48)

APA specifies heading styles for up to five levels of headings. Heading format, according to the APA, is as follows:

Level 1 Heading
(centred, bold, title case)

Level 2 Heading
(left aligned, bold, title case)

Level 3 Heading
(left aligned, bold, italics, title case)

Level 4 Heading.
(indented, bold, title case, full stop)

Level 5 Heading.
(indented, bold, italicised, title case, full stop)

Numbers

(APA, 2020, pp. 178–181)

The context and size of the number determines if the number is to be presented as a numeral or as a word.

Use numerals when numbers:	Use words when numbers:
are 10 and above (e.g., 19 years old)	are less than 10, unless the numbers precede units of measurement (e.g., 4 mm, 6 hr, 7 years)
are in a graphical display, such as a table or chart	begin a sentence, title, or heading (try to avoid beginning a sentence with a number)
are in a unit of measurement (e.g., a 10-mg dose)	are common fractions (e.g., half)
relate to mathematics or statistics (e.g., 46%, divided by 2)	are universally used (e.g., the Five Pillars of Islam)
represent exact time, date, score and points on a scale, or sum of money (e.g., 3:30 p.m., 7-year-olds, \$51.80)	
identify a particular place in a numbered series, including parts of books and tables (e.g., row 6, chapter 11)	

- Sometimes a combination of words and numerals can be used to improve clarity where a number modifies another number (e.g., 2 two-way intersections).
- Plurals of numbers can be formed by adding *es* or *s* as appropriate (e.g., 1930s, twos and sixes, 20s).

Quotation Marks

(APA, 2020, pp. 157–159)

Double quotation marks are used more frequently in APA style than single quotation marks.

Use **double quotation** marks for

- coined expressions or labels at the first occurrence only (e.g., ... the “outside” group...)
- the title of a chapter or journal article (e.g., Mitchell’s (2012) article, “Participation in Early Childhood Education ...”). **NB.** Titles of books and periodicals/journals are not placed within quotation marks but are italicised
- quotations of less than 40 words
- transcription of speech (e.g., She said, “They helped me understand.”)

Exception: Where the quotation is 40 or more words double quotation marks are not required. Retain the use of double quotation marks as used by the author.

Use **single quotation** marks when

including a quotation in your assignment where the author has already encased a phrase in double quotation marks. Mark this phrase with single quotation marks in your assignment, and only use double quotation marks as you normally would, around the entire quotation.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

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