

E.I.T. (APA7) FORMATTING REQUIREMENTS

Typeface

The use of a uniform typeface and font size enhances readability. The preferred typeface for APA publications is Calibri, Arial, or Georgia size 11; Lucida Sans Unicode size 10; or Times New Roman size 12.

Line Spacing

Use double line spacing between all text lines of the manuscript. This includes your reference list and headings for figures and tables. It is acceptable to use single or 1.5 line spacing for table content to improve its appearance.

Margins and Text Justification

Use the default margin settings of 2.54cm for all document margins.

Use left alignment for the document text and hanging indent for the reference list. Do not justify lines on the right side of the page.

Paragraphs

Indent the first line of every paragraph. Do not add extra line spacing between paragraphs.

Page Numbers

Use the automatic functions of your word-processing programme to generate headers and page numbers.

Put your student ID number at the top left side of every page in the header.

Put the page number at the top right side of every page in the header. The title page is page 1.

Title Page

On your title page include the:

- Assignment title
- Course title and number
- Due date
- Student ID number
- Word count
 - Excludes – reference list, appendices, figures and tables, and citations (an approximation is made for citations in the 10% word count allowance).

The above formatting requirements can be seen in the [Student Exemplar](#)