



UNIVERSITY OF
**DETROIT
MERCY**

APA Formatting and Style Guide

Formatting and Citations 7th Edition (2020)

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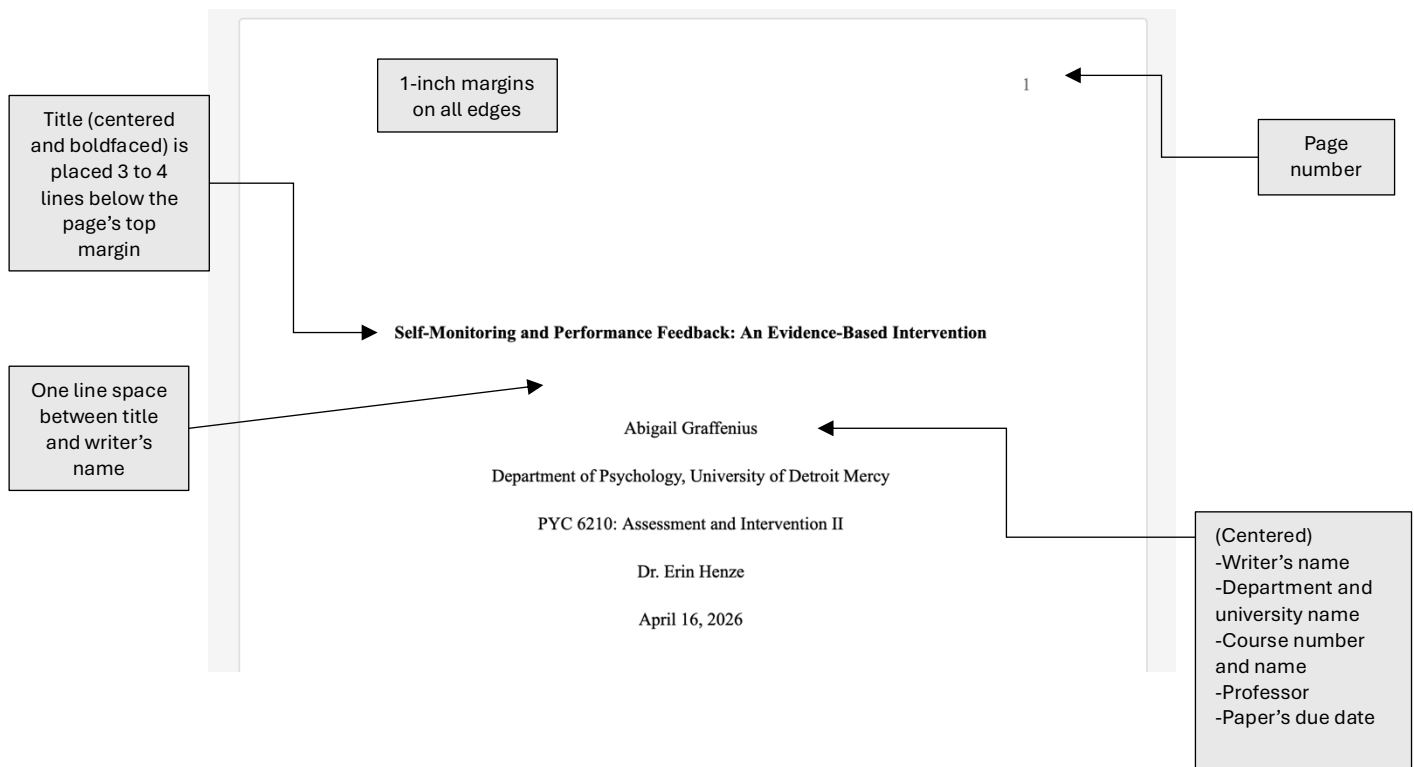
The Writing Center
DETROIT MERCY

General Formatting Requirements

- Margins should be set to 1 inch on all sides
- The font should be readable and consistent between 11-13pt in a style, for example Times New Roman or Calibri
- The document should be double-spaced with no extra spacing in between paragraphs
- Page numbers should be right-aligned in the header of each page, starting with the title page.
- Each paragraph should begin with the first line left-indented 0.5 inches

Formatting the Title Page

- Your title page should include:
 - ⇒ The title of your paper (centered and boldfaced).
 - ⇒ One blank, double-spaced line.
 - ⇒ Your name
 - ⇒ Department and university
 - ⇒ Course
 - ⇒ Your instructor's name
 - ⇒ Due date
- All information on the title page should be double spaced.



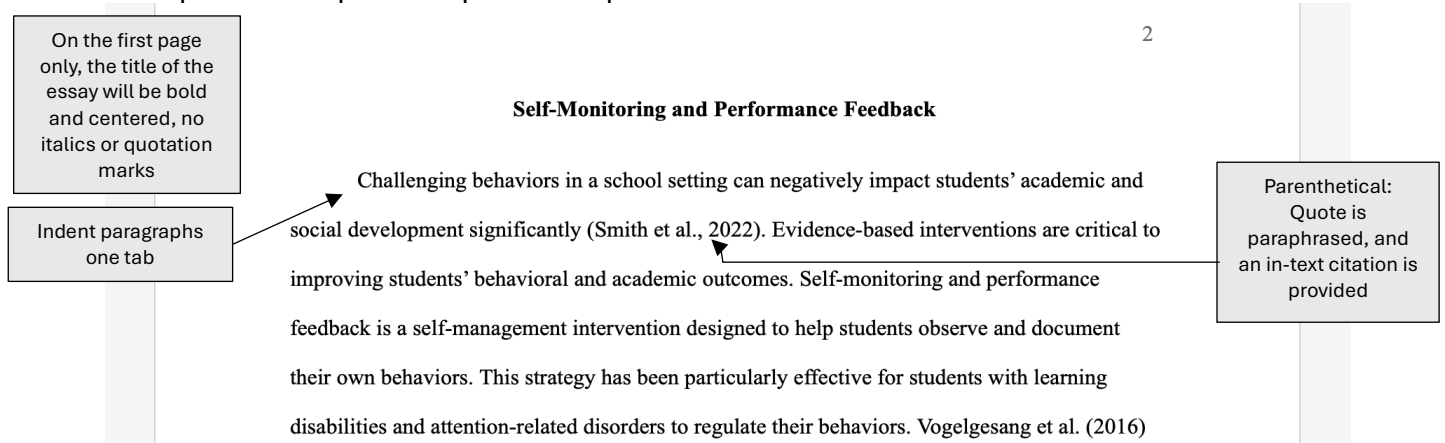
Incorporating Evidence

- When including evidence, you can quote, summarize, or paraphrase your sources
- For short quotations (four or fewer lines of prose), enclose your quote in double quotation marks within your paragraph
- For long quotations (forty or more words), you must use block quotations
 - ⇒ Include the quote in a free-standing block of text with no quotation marks
 - ⇒ Maintain double-spacing, and use a 0.5-inch indentation for the whole quote
- Whether you are directly quoting, summarizing, or paraphrasing, you must include a citation (see section below)
- Sentence punctuation comes after the parenthetical citation, not within the quote

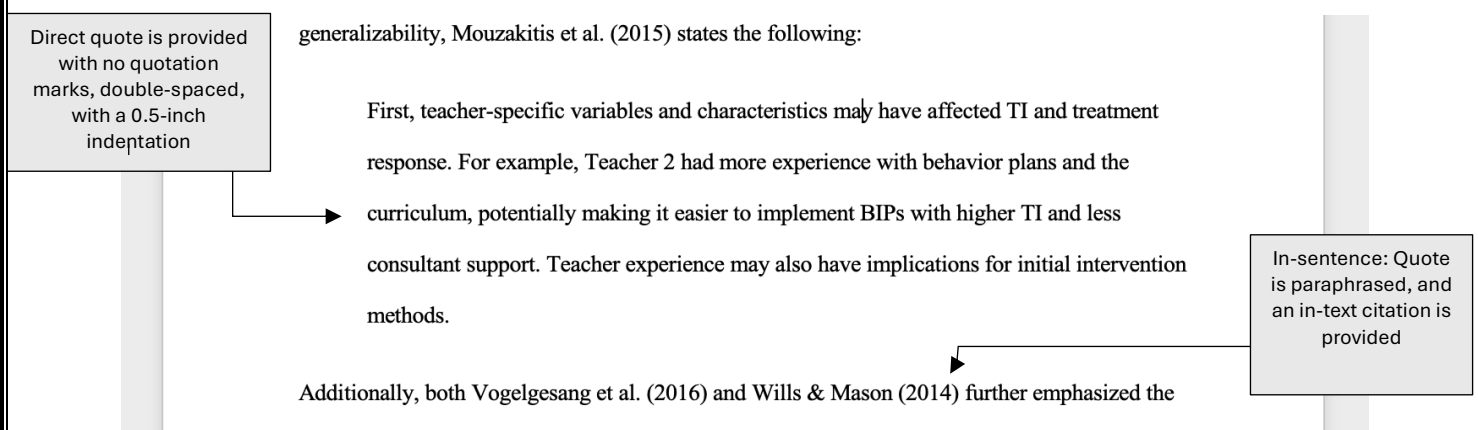
In-Text Citations

- Citations refer your reader to the sources you used as evidence for your claims
- You must use citations for direct quotes, summaries, and paraphrases
- You can cite sources in-text using parenthetical citations or in-sentence citations
 - The difference between the two is where you state the author's name
 - If you use the author's name at the beginning of the sentence, you do not need it at the end as well.
 - Always include the publication year with the mention of the author's name.
- In-text citations are determined by how the source appears in the works cited

Example #1: Paraphrased quotation + parenthetical citation



Example #2: Direct block quotation + narrative citation

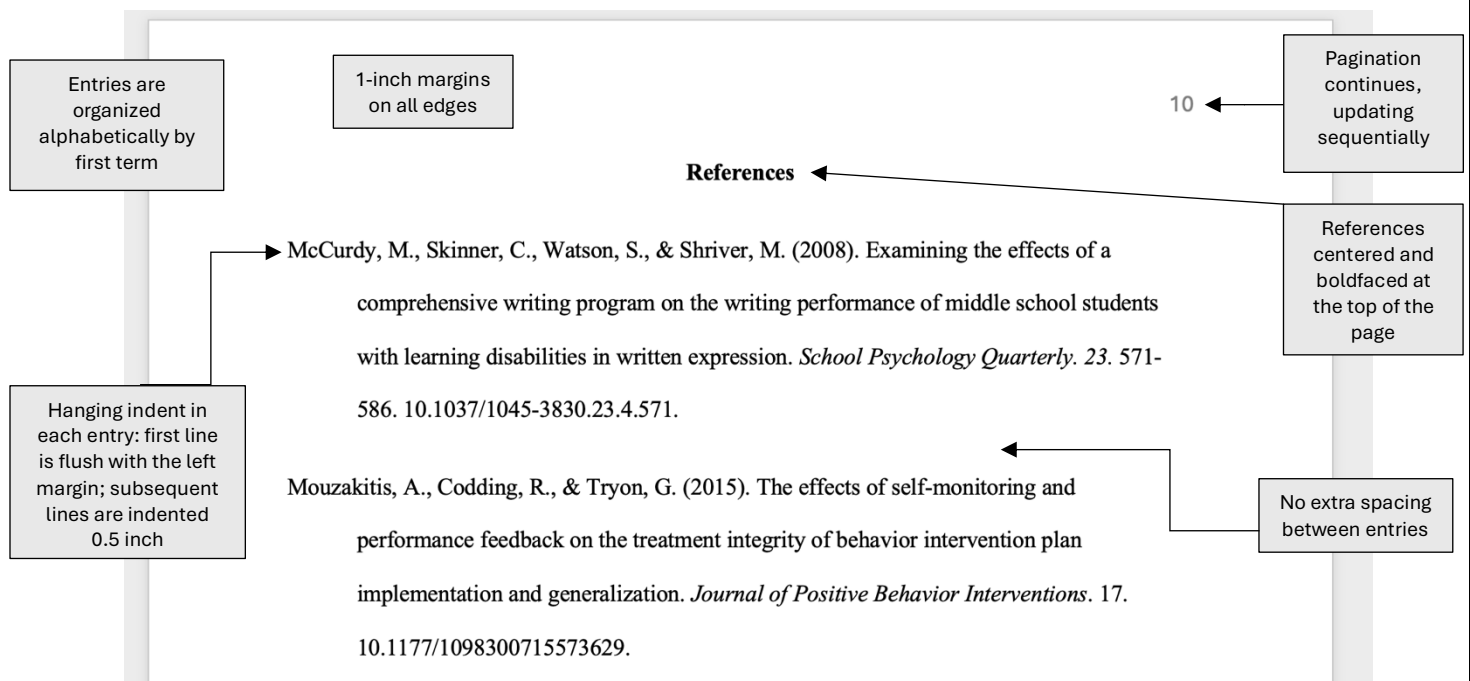


Reference Page

The Reference page is at the end of an APA-style paper that shows all the sources you used in your essay. It gives full publication details for each source so readers can locate the original material. Every source that appears in the Reference page must also be cited in the paper using in-text citations, and vice versa.

General Formatting Requirements

- The margin size (1 inch) and font should be the same font you used in the rest of your paper. Continue using right-aligned page numbers in the header.
- The title “References” should be centered and boldfaced, placed on its own line at the top
- The entries should be double-spaced with no extra spacing in between citations
- Each citation should use a hanging indent, meaning the first line of each entry should line up with the left margin with each subsequent line indented 0.5 inches
- Your entries should appear in alphabetical order by first term
- If applicable, include issue number in italics, followed by the volume number in parentheses



References and In-Text Citations

In-text citations are determined by how the source appears in the works cited. In-text citations reference sources by the first term that appears in their works cited entry. For sources with page numbers (such as books and articles), include the page number in your in-text citation.

In-Text Citations

(Merrell, 2022).

(Castillo & Abiola, 2023).

(Berry et al., 2025).

(Sohn, 2012).

(Ford Foundation, 2012).

(Jarmusch, 2005).

(Villanueva-Whatman, 2012).

(Centers for Disease Control and Prevention, 2012).

(Shultz, 2011)

Reference Page Format

Book

Merrell, K.W., Ervin, R.A., & Peacock, G.A., & Renshaw, T.L. (2022). *School psychology for the 21st Century Third Edition: Foundations and practices*. Guilford Press.

Specific Chapter in a Textbook

Castillo, J.M., & Abiola, I. (2023). Multitiered system of supports: Principles for school psychologists. Best practices in school psychology. In P. L. Harrison, P. L. Proctor, & A. Thomas (Eds.), *Best practices in school psychology* (pp. 29-42). NASP.

Article from a Journal in an Online Database (with DOI)

Berry, S. L., Burton, A. L., Rogers, K., Lee, C. M., & Berle, D. M. (2025). A systematic review and meta-analysis of eating disorder preventative interventions in schools. *European Eating Disorders Review*, 33(2), 390–410. <https://doi.org/10.1002/erv.3149>

Article from a Journal in an Online Database (no DOI)

Sohn, K. (2012). The social origins of U.S. teachers, 1860–1920. *Journal of Social History*, 45(4), 908 - 935. <https://www.jstor.org/stable/41678944>

Article with No Named Author or a Page on a Website (no author)

Ford Foundation. (2012, November). *Eastern Africa*. [http:// www.fordfoundation.org/pdfs/library/Eastern-Africa-brouchure-2012.pdf](http://www.fordfoundation.org/pdfs/library/Eastern-Africa-brouchure-2012.pdf)

Film/Movie

Jarmusch, J. (Director). (2005). *Broken flowers* [Film]. Focus Features.

Newspaper Article (online)

Villanueva-Whitman, E. (2012, November 27). Working to stimulate memory function. *Des Moines Register*. <http://www.desmoineregister.com/>

Government Document

Centers for Disease Control and Prevention. (2012, December 10). *Concussion in winter sports*. <http://www.cdc.gov/Features/HockeyConcussions/index.html>

Online Video

Schultz, K. (2011, March). *Kathryn Schultz: On being wrong* [Video]. TED Conferences. <http://itunes.apple.com>