How to Format and Cite the APA 7th ed. Way: Student Paper

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# Abstract

This is what the abstract looks like. Your abstract is generally short but still complete summary of your argument and findings. Abstracts are usually no more than 150 to 250 words, but if you are publishing that will depend on the journal you are trying to submit your work to. Your instructor may also ask that you provide key words. Be certain to include any information your instructor asks for within the abstract or omit this page entirely per their directions. AS A GENERAL NOTE: For Leadership Education courses, don’t include an abstract in papers under ten pages unless instructions specifically ask for one.

# How to Format the APA Way

This is where you will begin your introduction. As you type your introductory paragraph, keep in mind the need to consult the “APA Publication Manual 7th Edition” and the Purdue OWL (Online Writing Lab) before using any unconventional formatting, such as headings or tables. Generally, APA prescribes strict formatting rules for everything, and it is better safe than sorry – especially if you plan to publish your work some day!

## This is Heading Level 2

More text goes here. A complete sample student paper is available on pages 61-67 of the APA’s Publication Manual. (APA, 2019).

### This is a Heading Level 3

More text with go here as well. Good luck. Remember that [Microsoft 365 Help is available through WSU](https://learn.winona.edu/Microsoft_365). Best of luck! When in doubt reach out to your instructor for direction.

Heading Level 4 is indented and ends with a period. Then the text begins without a break. It is rare that you would need Level 4 or 5 headings except in particularly long papers.

Heading Level 5 is indented, italicized, and ends with a period.Then the text begins without a break.

# Tables and Figures

See Section 7 in the APA Publication Manual (APA, 2019) for more detail. Below are a couple of samples that include the basic information required by APA for the table or figure (charts, graphs, and illustrations). The first example below is a table. (See Table 1.) You will notice the table below isn’t perfect in how the data is labelled in that the table could not stand alone without the text.

**Table 1**

*Two year Intervention Totals and Breakdown by Subject*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Two Year Totals** | **Interventions-Met Goal** | **Interventions-Not Met** | **No Int - Met Goal** | **No Int-Not Met** |
| **Reading & Math** | 29 | 17 | 359 | 319 |
|  | 63% | 37% | 53% | 47% |
| **w/o 17-18 10th Grade** | 28 | 15 | 359 | 319 |
|  | 65% | 35% | 53% | 47% |

Now on to a figure. Realize that APA has tables and figures are separate items, so that the figure below is labeled as Figure 1 (See Figure 1) and not Figure 2. A second figure would be labelled as “2.”

**Figure 1**

*Grade distribution for 2018-2020*

*Note:* This does not include students enrolled in Pass/No Pass courses.

# References

American Psychological Association. (2019). *Publication manual of the American Psychological Association: The official guide to APA style*. American Psychological Association.

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Snyder, S. (2013, February 21) Penn State MBA program roots out plagiarism. *The Philadelphia Inquirer*. Retrieved from http://www.lexisnexis.com/lnacui2api/api/version1/ getDocCui?lni=57T3-RDG1-DYJT-2099&csi=8411&hl=t&hv=t&hnsd= f&hns=t&hgn=t&oc=00240&perma=true