APA Style, 7th ed.: Document Formatting

1. **Title Page**
   1. On the first page of your paper, set your font to Times New Roman 12 pt. double spaced. (use a font that is accessible to all users and use it throughout the text of the paper; see section 2.19)
   2. The paper’s title should be centered, bold, and written in title case. It should be three or four lines below the top margin of the page.
   3. On the next line, list your name two spaces below the title.
   4. On the third line, list your “institutional affiliation” which includes the department containing the course for which the paper is being written. For you, this will be South Florida State College. Do not abbreviate!
   5. On the fourth line, list the course number and name for which the paper is being written.
   6. On the fifth line, list the course instructor’s name and title.
   7. On the last line, include the assignment’s due date.

Sample title page:

**Full Title of My Paper: With a Subtitle if Applicable**

Susie Q. Public

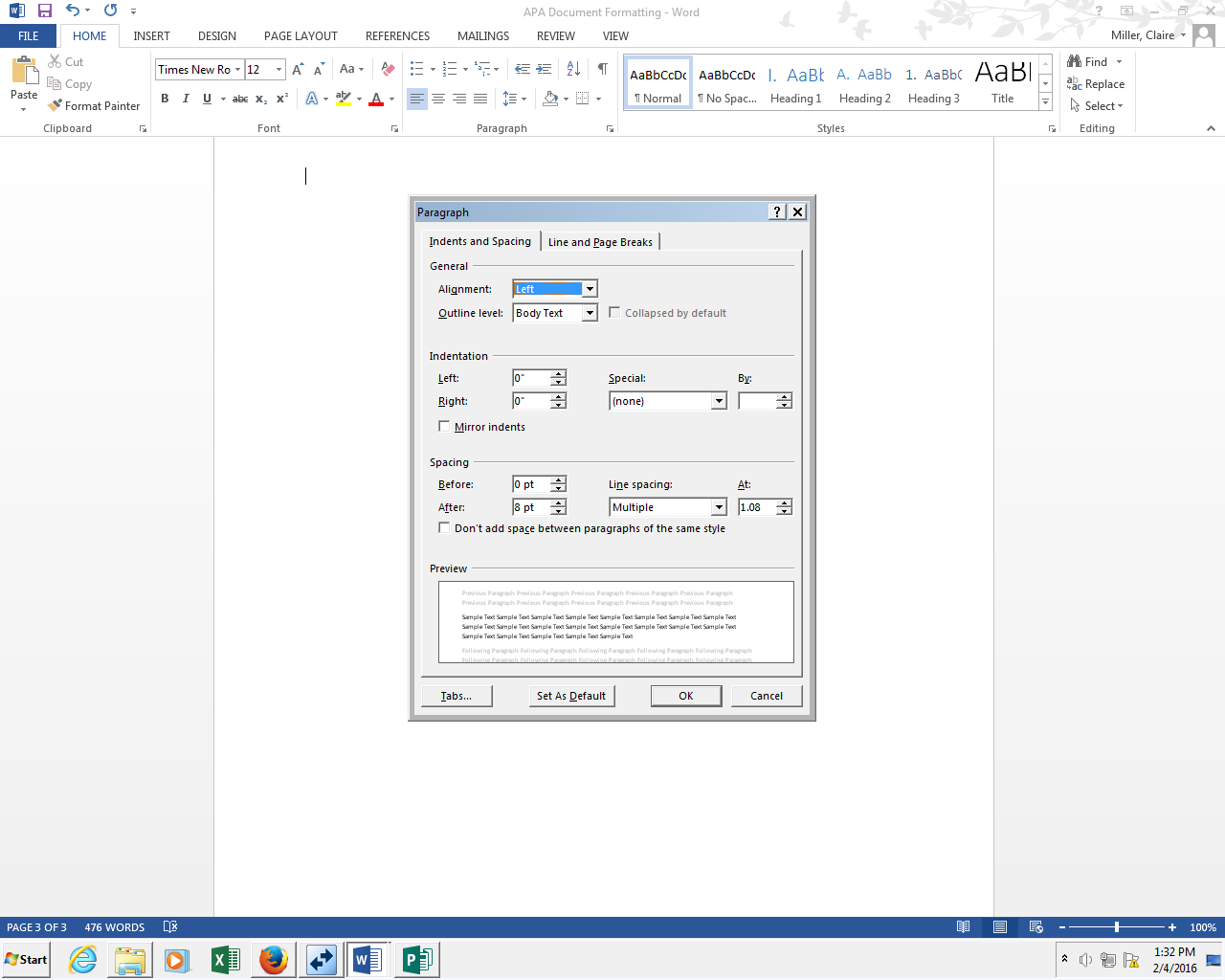
Health Science Department, South Florida State College

NUR 2003: Transition to Professional Nursing

Ms. Sharmin Jones

June 15, 2020

1. **References**
   1. References are always on their own page at the end of your paper.
   2. Place the section label “References” in bold at the top of the page, centered.
   3. Up to 20 authors should be included in a reference list entry. For sources with more than 20 authors, after the 19th listed author, any additional authors’ names are replaced with an ellipsis (…) followed by the final listed author’s name. Do not place an ampersand before the final author’s name.
   4. Alphabetize references by the first author’s last name of each source.
   5. Make sure to use the hanging indent (0.5 in.) for each citation. This can be found under the paragraph tools on the Home toolbar. Also double-space the entire reference list.
   6. Digital object identifiers (DOIs) and URLs are both presented as hyperlinks for electronic sources.



* 1. The label “DOI:” is no longer used for entries that include a DOI. Use the following format instead: https://doi.org/xxxxx (“xxxxx” refers to the DOI number). Convert older DOI formats to newer format.
  2. The words “Retrieved from” (preceding the URL or DOI) are only used when the online source is inherently designed to change or reflect information that changes over time.
  3. Do not use a period at the end of the DOI or URL because it may interfere with link functionality.
  4. Database information for works obtained from most academic research databases or platforms is not included because works in these databases are widely available. If a database is cited, finish the component of the source element with a period, followed by a DOI or URL as applicable.

1. **Capitalization in References ONLY (see examples on citation worksheets)**

For everything except journal titles and publisher names, follow the four rules of capitalization below:

* 1. The first word of a sentence or title
  2. The first word after a colon (:)
  3. Proper nouns (ex: Department of Defense, George Washington)
  4. Abbreviations or acronyms (ex: U.S.A., MADD, ACT, FCAT)