Memo

To: Colleagues
From: Roger Bakeman
Date: December 4, 2019 (revised May 21, 2021)
Re: How the 7th Edition of the APA *Publication Manual* Differs from Previous Editions

Although the 7th edition of the APA Publication Manual has a copyright date of 2020, soon journals will be expecting submissions to conform. There are few major changes from the 6th Edition. Generally, I find the 7th edition both more detailed and more precise, while making many matters simpler and more consistent, computer aware, and flexible. Here are the highlights as I see them.

Changes to Headings (Level 1)

Level 2 *Headings*

As you might expect from experience with past editions of the publication manual, the format of headings has changed. All are now **bold** *and in title case (all words except short words capitalized, where short words are words of three letters or fewer—mainly conjunctions, articles, and short prepositions). As before, Level 1 headings are centered and Level 2 headings are flush left.*

Level 3 and Below

Level 3 is now flush left but *italicized* with the paragraph starting on the next line.
Level 4. Level 4 is indented, followed by a period, with the paragraph following on same line.
Level 5. Level 5 is the same as level 4 but italicized.

General Formatting

Running Head

All pages contain the running head, all upper-case as before, but on page 1 it is no longer preceded by the text "Running head:". After all, what else would it be?

Font

Fonts other than Times Roman 12-point are now permitted. Of the recommended fonts (e.g., 11-point Arial, 10-point Lucida Sans Unicode, 11-point Georgia), my preference is for Calibri 11-point. It is a sans serif font, readable both on the screen and on paper.

Line Spacing

As before, the entire paper is double-spaced, except now material in the cells of a table may be spaced "depending on what format creates the most effective presentation" (p. 45). I've already been doing this, never had an editor object, but glad to know it is now legal.

Character Spacing

A single space follows all punctuation, including the period at the end of a sentence and colons within sentences and references. Before two spaces were permitted after periods and colons.

Paragraphs

As before, the first line of all paragraphs is indented, now specified specifically as a 0" left indent for the paragraph with a first line indent of 0.5," with the recommendation to use "the paragraph formatting function of your word-processing program" (p. 45).

In-Text Citations

As before, in-text single-authored citations are Name (2010) or (Name, 2010) and double authored are Name1 and Name2 (2012) or (Name1 & Name2, 2012). But now all citations with three or more authors are Name1 et. al (2014) or (Name1 et. al, 2014), including the first citation in the paper (unless more names are needed to avoid ambiguity).

Reference List

Most elements of the reference list are unchanged. For example, the period-and-space rich convention for names is retained: "Adamson, L. B.," for example, instead of the more compact "Adamson, LB" (in my view, the revisors missed an opportunity). But one change is going to be a nuisance for some of us. An issue number in parentheses (not italicized) following the volume number (italicized) is now required. Before, an issue number was not required for journals that numbered pages consecutively within a volume (as most do) but instead began each issue with page 1.

DOI (digital object identifier) numbers are required when available (with no terminating period), as before, but now with the hyperlink specified (to facilitate retrieval) and not preceded by the now unnecessary "retrieved from". For example:

Adamson, L. B., Bakeman, R., Suma, K., & Robins, D. L. (2019). An expanded view of joint attention: Skill, engagement, and language in typical development and autism. *Child Development, 90*(1), e1–e18*.* https://doi.org/10.1111/cdev.12973

Figure and Table Titles

Before, tables had titles and table notes and figures had figure captions. Now figures no longer have captions, but instead have figure titles and figure notes, just like tables. All titles have a number and are in bold, no period following, and then the title is on the next line, italicized, for example:

Table 1
Descriptive Statistics for Key Variables

Figure 1
Bar graphs Showing Means and Confidence Intervals for Key Variables

Block Quotations

Block quotations—quotations of 40 or more words—are not enclosed in quotation marks, as before, but the 7ᵗʰ Edition specifies that a block quotation has a paragraph indent of 0.5 inches with no first line indent.

Lists

The format for lists has changed and more options are allowed, a nice change. In-text lists are lettered as before: (a) first item, (b) second item, etc. Note, in-text, lettered lists do not use numbers and the letter is enclosed in left and right parentheses.

Numbered Lists

The format for numbered lists has changed. Before, each item (a sentence or sentences) was a standard paragraph beginning with the number (i.e., flush left with first line indented). Now each item is an indented paragraph with the first line a hanging indent. For example:

1. The first sentence. You can use the Paragraph section of the Home tab to create numbered lists. I recommend setting the paragraph indent to 0.5 and the hanging indent of 0.25.
2. The second sentence, etc.

Bulleted Lists

Bulleted lists are now allowed. As with numbered lists, you can use the Paragraph section of the Home tab to create billeted lists. Again, I recommend setting the paragraph indent to 0.5 and the hanging indent of 0.25.

- first item
- second item, etc.

Items in bulleted lists may be phrases (no period), full sentences as with numbered lists (but without the implication of ordinality that comes with numbered lists), or even appropriately punctuated sentences. See the Publication Manual for examples (pp. 190–191).

Punctuation Characters

There are no changes to the standard punctuation characters: the period (.), comma (,), semicolon (;), and colon (:). But the 7ᵀᴴ Edition now states clearly that APA style uses two kinds of dash—and they are different from the hyphen. For details as to when to use an en dash and when to use an em dash see Section 6.6, p. 157; when to use a hyphen see Section 6.12, pp. 162–164. Likewise, the minus sign is different from the hyphen (and different from the en dash).

- The hyphen (-) is a key on standard keyboards. It may be used to form compound words. One example is in a phrase used as an adjective to modify a noun (e.g., a two-year-old child, but two-year olds). See the helpful Table 6.1, p. 163. Its Unicode is 002D, also 2010, in hex.

- The en dash (–) is longer than a hyphen. **Ctrl + - (number keypad)** is its shortcut key. It is used to indicate a numerical range (e.g., page numbers in a reference) and between words of equal weight in a compound adjective (e.g., author–date citation). Its Unicode is 2013 in hex.

- The em dash (—) is longer than an en dash. **Crtl + Alt + - (number keypad)** is its shortcut key. It is used "to set off an element added to amplify or digress from the main clause" (p. 157). Its Unicode is 2014 in hex.

- The minus sign (−) is longer and slightly higher than a hyphen, and shorter than an en dash. It aligns with the plus sign (+ −). In my "APA article template 7ᵗʰ ed.dotx," **Alt + M** is its shortcut key.

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Order the Publication Manual

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Softback, spiral-bound, and hardback copies are available from Amazon for 31.50, $ 44.99, and $43.00. From APA prices are $31.99, $44.99, and $54.99. But if you are a member and order directly from APA, prices are $23.99, $33.74, and $41.24. I prefer the spiral-bound version because it lays flat.

APA Article Template 7th Edition

"APA Publication Manual, 7th ed.dotx" is a template I made. To use it, first copy the file into the folder titled *Custom Office Templates*. Then, in MS Word, File > New, select Personal and this template.

Displaying and Changing a Paragraph's Style

- To see a list of the available styles, select the rightward down arrow on the Styles section of the ribbon's Home tab. This displays the Styles pane.

- To see what style has been applied to a paragraph, select the paragraph. The name of its style is then outlined in the Styles pane with a box. Included in the template are the major sections of an APA paper with the correct styles applied.

- To apply a style to a new paragraph or change the style of an existing paragraph, select the paragraph and then select the desired style in the Styles pane.

Hard and Soft Formatting

These styles define paragraph and character formatting for the various parts of an APA paper (**soft formatting**) if no explicit **hard formatting** has been applied (e.g., by selecting prose and clicking the italic or bold icon, or a paragraph indent). To use Styles effectively, **avoid hard formatting**.

There are exceptions. For example:

- I routinely apply hard formatting (italic) to key terms on their first use and to Roman letters that represent standard statistics (e.g., *p*, *t*, and *F*).

- Also, In the rare instances when I need a Level 4 or 5 heading, I format the paragraph with the Body Text style (standard paragraph) , but then hard format the heading itself as bold (the text before the period) and, for Level 5, hard format it with italic as well.

For table and figure numbers and titles there are two options.

- Use one paragraph for Table N or Figure N and apply the "Table Figure Number" style. Use the next paragraph for the title and apply the "Table Figure Title" style. (Remember, when you depress the Enter key, the previous text is onaiderd a paragraph.)Both will appear in the Navigation Pane. If you prefer the table or figure to appear only once in the Navigation Pane, use the second option.

- Press Shift + Enter (hard line-break) after the number and then just Enter after the Table Title or Figure Title. This make number+title a single paragraph to which a style can be applied. If you opted to display paragraph marks, as I recommend (File > Options > Display, check Paragraph marks; or, in the Paragraph section of the Home tab, select ¶), then Shift + Enter will be displayed as ↵ and Enter will be displayed as ¶. Then hard format **Table N** or **Figure N** with bold, not italic (the title style is italic, not bold).

For table and figure notes, I use the Table Figure Note style (no italics) but then hard format the "*Note.*" at the beginning with italics.

Changing Font and Line Spacing

If for some reason you want to change the font throughout your document, change the font in the Normal style. It will take effect throughout, assuming you have not hard formatted some text with a font. If you want everything single spaced with a blank line after, change the paragraph specifications in the Normal style. Again, it will take effect throughout, assuming no hard formatting of paragraphs.