

Summary of Primary Changes Formatting Manuscripts Using the 7th Ed. of APA Style Manual

1. Remove the term Running head on the title page
2. Bold title on title page
3. Bold word Abstract; paragraph should not be indented.
4. Keywords is italicized and indented; no upper case letters for terms unless formal words
5. Bold title on first page of text; Do not use the word Introduction. The title on the first page of text serves that role.
6. Make sure heading levels follow the new style: See sections 2.26 & 2.27 in the 7th ed. manual

Level 1	Centered, Bold, Title Case Heading
Level 2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
Level 3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
Level 4	Indented, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.
Level 5	<i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph.

- Do not use Level 2 within the introduction/literature review unless there are two Level 2 headings.
 - The same goes for all of the subsequent levels: Do not use level 3 unless there are at least two level 3 headings within the Level 2 heading, the same goes for level 4, and the same goes for level 5. All heading levels do not have to be used within each section. The method section by default will require at least 2 heading levels (Level 1 – Method (not methods) and Level 2 (Participants, Measures, Procedures, etc.). Within level 2, it is possible to have level 3 or maybe level 4, but level 3 would require to 2 headings under the designated level 2 heading and the same for level 4 if it was used (under a level 3 heading).
7. Citations based on number of authors have changed for 3 or more authors: Section 8.17
 - Use first author's name plus et al. in every citation, including the first citation, unless doing so would create ambiguity (see section 8.18)
 8. References have changed in several ways: See chapter 9 for details.
 - The word References should be in bold.
 - The number of authors listed in a reference has been revised. Up to 20 authors can now be listed before names are omitted with an ellipsis.
 - All doi's should be changed to look like the following:
<https://doi.org/10.1037/dev0000548>
 - All URL's and https are expected to live links.
 - Retrieved from is no longer required unless a retrieval data is also needed.
 - The publisher's city and state are no longer required. Only the name of the publisher should be provided.
 - Issue number for a journal is required again in parentheses after the volume #. The issue number should not be in italics.

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9. Tables: Sections 7.8 to 7.21

- The table # (e.g., Table 1) appears above the table title and body. It should be in bold. There should be no period after Table #.
- The table title should be one double space below the table #. The title should be capitalized in upper and lower case levels and should be in italics. There should be no period after the title.
- Further information about setting up the table properly, go to Sections 7.8 to 7.21 of the manual.

10. Figures: See Sections 7.22-7.36.

- The primary change is that the figure # and the figure title are now placed above the figure, flushed left and the figure # is in bold and the figure title is now in italics and in upper and lower case levels (double space between figure # and title)
- **Figure 1**
- *Changes in Work Attitude as a Function of Day and Time*
- The note (*Note.*) still goes under the figure, which would include sample size, p-values, and any explanation of the figure.

11. For more information, go the 7th edition manual or the APA blog website. It has a search engine inside of the blog, and the headings are easy to follow and the site includes a lot of examples. <https://apastyle.apa.org>