APA 7 Modified Stylesheet and Quick Reference
for ENGL 5362 Digital Rhetoric

This stylesheet is a mixture of commonly-confused points of style (numbers, hyphenated words, etc.) and a small number of modifications I would like you to use as you adopt *APA* citation style. Please make sure you've checked your text against this list before submission.

For style, grammar, and formatting issues not covered in this guide, please refer to *APA Style*: https://apastyle.apa.org/style-grammar-guidelines, the *Publication Manual of the American Psychological Association, Seventh Edition*, or the *Concise Guide to APA Style, Seventh Edition*.

For guidelines regarding spelling and hyphenation, refer to the *Merriam-Webster.com Dictionary*.

Strive to use language in a way that is inclusive and respectful. "Bias-free" language is a bit of a misnomer because it is nearly impossible to use English in a way that is entirely free from the legacies of destructive social hierarchies. Hence: we strive. I encourage you to review and adopt the APA "Guidelines for Bias-Free Language" and "Inclusive Language Guidelines" and to author and edit in ways that draw us together rather than drive us apart.

Manuscript Format

General Format
- ☐ Do not include a title page. Include the author's name and date at the top left of the first page of the paper.
- ☐ Include page numbers (align right) and a running head (align left) after page 2; use the page-numbering function of your word processor to insert page numbers.
- ☐ Use the following format for a running head:
  - o All capital letters; avoid abbreviations, but ampersand (&) may be used.
  - o Last name of author, Abbreviated version of title.
  - o EX: ANDREWS, APA 7 MODIFIED STYLESHEET
- ☐ Use a widely-available serif or sans-serif font of your preference.
- ☐ Use double spacing throughout. Exceptions: tables, figure captions, footnotes.
- ☐ Use a 1-in margin, 0.5 in first line paragraph indents using the tab key, not the space bar.
- ☐ Use ragged-right margin, do not justify body text or headings.
- ☐ For block quotations: Indent a whole block quotation 0.5 in. from the left margin. Do not indent the first line of a block quotation beyond that. If the block quotation spans more than one paragraph, the first line of the second and any subsequent paragraphs of the block quotation should be indented another 0.5 in.

Headings
- ☐ For guidance on heading levels and format, see: https://apastyle.apa.org/instructional-aids/heading-template-professional-paper.pdf
  - o H1 is centered, bold, title case.
  - o H2 is flush left, bold, title case.
  - o H3 is flush left, bold, italicized, title case.
- ☐ Avoid having only one subsection heading within a section.
- ☐ Do not label headings with numbers or letters.
- ☐ Double-space headings; do not switch to single spacing within headings.
- ☐ Do not add blank lines above or below headings, even if a heading falls at the end of a page.
- ☐ Do not use abbreviations in headings unless they are already introduced in text.
- ☐ The heading "Introduction" is not needed. The paper title is the H1 for the introduction.

Tables and Figures
- ☐ Embed figures in text after the first time they are mentioned. The figure number (Figure 1, etc.) and title should appear below the visual, flush-left. The figure number is in bold font; the figure title is in italic font, title case.
- ☐ Prefer adopting visuals from the public domain or with appropriate copyright or creative commons permissions. Use notes for attributing copyright for figures you did not create yourself. See https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures for examples of copyright attribution.
- ☐ Embed tables in text after the first time they are mentioned. The table number (Table 1, etc.) and title should appear above the visual, flush-left. The table number is in bold font; the table title appears one double-spaced line below the table number in italic font, title case.
- ☐ See https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables for principles of table construction.

Mechanics

Numerals Versus Spelling It Out
- ☐ If it's zero through nine, spell it out.
- ☐ If it's 10 or above, use the numeral.
- ☐ If it's a measurement, fraction, or percentage, use the numeral (5 inches, 2.3, 59%).
- ☐ If it's after a noun, use the numeral (Step 1, Grade 5, Chapter 6); if it's before a noun, spell it out (the first step, the fifth grade, the sixth chapter).
- ☐ If it's a series of numbers being compared and some fall below 10, use numerals.

Hyphenated Words
- ☐ Adverbs (words ending in -ly) are NEVER hyphenated.
  - o EX INCORRECT: commonly-used words.
- ☐ Compound adjectives generally use hyphens. If it's not an adjective before a noun, generally don't.
  - o EX: The article was peer reviewed, but the peer-reviewed article….
- ☐ Words with prefixes don't (generally) use hyphens. When in doubt, check *Merriam-Webster*.
  - o EX: nonhuman, reimagined, coauthor, coeditor, premodern, extracurricular.
  - o Exception: Prefixes that lead to double vowels (NOT double consonants) or that would lead to confusion with a homonym use hyphens.

En Dashes
- ☐ Use en dashes (–) for page ranges and other ranges. For example: (pp. 3–4), 4–5 inches
- ☐ Use en dashes to combine words where the words are structurally equivalent. For example: student–teacher relationship.
- ☐ There are no spaces around en dashes (or em dashes).

Em Dashes
- ☐ Use em dashes (—) to set off an element added to amplify or to digress from the main clause of a sentence. The em dash can function like a colon, a comma, or parenthesis.
- ☐ Use proper en dashes, not two hyphens (you can set this in autocorrect in your word processor if it's not set in your defaults).
- ☐ There are no spaces around em dashes (or en dashes).

Latin Abbreviations
- ☐ Use Latin abbreviations in parentheticals only. If it's not in a parenthetical, use the English equivalent. Here are examples in parentheticals versus spelled out in nonparenthetical text:
  - ☐ (e.g.,) → for example
  - ☐ (i.e.,) → that is
  - ☐ (item, item, etc.) → item, item, and so forth
  - ☐ (idea vs. idea) → idea versus idea

In-Text References

Author References

- ☐ Use full author names (e.g., first and last names or ethnic equivalent) the first time an author is mentioned in text.
  - o First-appearance example: Cheryl E. Ball and Douglas Eyman (2007) wrote…
- ☐ For subsequent mentions of an author, use only the last name.
  - o Subsequent appearance example: Ball and Eyman…
- ☐ For parenthetical citations of authors, ONLY use last names (e.g., Ball & Eyman…).
- ☐ Years for author publications do NOT need to be listed every time they appear in text—only when it is the first reference within a new paragraph OR when another citation has interrupted the initial in-text reference.
  - o EX: Nancy Small (1993) argued…. Small (1993) said a second time…

Coauthored References

- ☐ For two authors, use "and" in your prose, but use "&" in your parenthetical citation.
  - o [1st reference] Prose example: Hannah McGregor and Stacey Copeland (2022) argued . . .
  - o Parenthetical example: (McGregor & Copeland, 2022)
- ☐ For three or more authors, use et al. in your text. The period goes after al: et al.
  - o For example: Jesse Rice-Evans et al. (2022) . . . (Rice-Evans et al., 2022)

Referencing Titles In Text (NOT References)

- ☐ All Titles in Text Should Be in Title Case (e.g., all words capitalized except for short conjunctions and prepositions)
- ☐ Titles of container works (e.g, books, journals, movies, albums, container websites [i.e., Flickr, Youtube], podcast series, blogs [not blog posts], newspapers, etc.) are italicized.
- ☐ Titles of shorter works are in quotation marks (e.g., chapter titles, journal articles, podcast episodes, newspaper and magazine articles, blog posts, etc.).
  - ☐ Titles use U.S. American quotation marks (double quotation marks).

Verb Tense

- ☐ When referring to or citing previously published work, use past tense verbs.
  - o For example: Crystal VanKooten (2016) argued/wrote/claimed/showed/etc.

References List

- ☐ Refer to *APA* 7e for references examples: https://apastyle.apa.org/style-grammar-guidelines/references
- ☐ Use a hanging indent for all references.
- ☐ Present both DOIs and URLs as hyperlinks (i.e., beginning with "http:" or "https:").
- ☐ All URLs should be live hyperlinks, including DOIs except for DOIs of closed-access scholarly works.
- ☐ Do not include "Retrieved from" (etc.) before a DOI or URL.

Titles in References Lists

- ☐ All titles in your references list are in sentence case
  - o Only the first word, the first word of subtitles, and proper nouns are capitalized.
  - o Exception: Journal titles (e.g., *College Composition and Communication*) are always in title case in the references list.
- ☐ No titles use quotation marks in references (except for quoted material within titles).
- ☐ Titles of container works are italicized.

Journal References

- ☐ Attend carefully to the following mechanics of journal references. For example: *College Composition and Communication*, *52*(3), 46–59.
  - ☐ the journal title is italicized
  - ☐ the comma is NOT italicized
  - ☐ the volume number is italicized
  - ☐ the issue is in parentheses after the journal number without a space
  - ☐ en dash for the page range.