

10 Dos of APA 7th Citation Style

Category	Must-Do Rule/Component	Key Details (In-Text and References)
1. The Two-Part System	Every in-text citation must have a corresponding reference entry, and vice versa.	This is the foundation of APA's author-date system. Check for a perfect one-to-one match (except for Personal Communications, which are in-text only).
2. In-Text Author Count Rule	Cite the first author followed by et al. for three or more authors on all citations.	1 or 2 Authors: Cite both names every time (e.g., (Smith & Chen, 2021)). 3 or More Authors: Use (Lee et al., 2020) for all citations, including the first.
3. & vs. 'and'	Use the ampersand (&) in parenthetical citations and the word "and" in narrative citations.	Parenthetical: (Jones & Miller, 2019). Narrative: Jones and Miller (2019) found...
4. Direct Quote Locator	Always include a page number or other specific locator for direct quotations.	Use p. for one page, pp. for a range, or para. for a paragraph number (for sources without page numbers). (e.g., (Ross, 2022, p. 115) or (Ross, 2022, para. 3)).
5. Reference List Heading	The reference list must begin on a new page with the centred, bold title "References".	Use "References" (bold, centered), not "Bibliography" or "Works Cited." The rest of the page remains double-spaced.
6. Reference List Indentation	Apply a hanging indent to every entry in the References list.	The first line of each reference is flush left; every subsequent line is indented 21 inch.
7. Title Capitalization (References)	Use Sentence Case for the titles of books, articles, and book chapters.	Capitalize only the first word of the title, the first word after a colon or dash, and any proper nouns.
8. Journal Title Formatting	Italicize the title of the journal and the volume number, and use Title Case.	The journal name (e.g., <i>Journal of Applied Psychology</i>) and its volume number (e.g., 105) are italicized. The issue number is generally not italicized.
9. DOI/URL as Hyperlink	Format the DOI or URL as a live link and omit "Retrieved from".	Use the standard format for DOIs: https://doi.org/xxxxxxx . Do not include a period after the DOI or URL.
10. Basic Document Formatting	Ensure the paper uses 1-inch margins, double-spacing throughout, and an accessible font (e.g., 12-pt Times New Roman).	All text, including headings, quotations, and the References list, must be double-spaced.