This document details the American Psychological Association (APA), 7th edition paper formatting using Microsoft Office 365. APA format includes a specific style of title page, headings, and paragraph spacing. However, always check with your professor, who may require course-specific formatting. For a free copy of MS Office 365, enter your e-mail on the webpage products.office.com/student.

**TITLE PAGE SETUP**
See APA p. 32

**Title of Paper**
- Start title 3–4 lines down from top of page
- Use **bold** font
- Centre the title
- Capitalize all major words

**Page numbers** start on title page.

**Insert extra space between Title and Author(s)**

**Double spaced and in this order, include:**
- Name(s) of author(s)
- Institution*
- Course code: Course name
- Instructor first and last name
- Due Date: Month Day, Year

*Institution may also include a department (e.g., Department of Psychology, Mount Royal University). Ask your instructor if they require this!

***Note that some instructors may have different requirements for title pages in their class.***
ABSTRACT
See APA p. 38

- An abstract is not generally required for student papers, unless specified by the instructor.
- Begins on a new page after the title page.
- Includes heading “Abstract” bolded, centered at the top of page.
- The first line of the paragraph is not indented.
- Is no more than 250 words (check requirements with your instructor).

PAGE SETUP
See APA pp. 39, 43–67

1-inch margins.
(To set margins, go to Layout ⇒ Margins ⇒ Normal)

Align left (i.e., align your content with the left margin)

Double spaced using one of the following fonts:
- Calibri 11-pt
- Arial 11-pt
- Lucida Sans Unicode 10–pt
- Times New Roman 12-pt
- Georgia 11-pt
- Computer modern 10-pt

First line of each paragraph is indented ½ an inch.

PAGE NUMBERS on top right.

Title of Paper, bold, centered.
No “Introduction” header.

No extra space between paragraphs or sections; in Paragraph Format, set ‘Before’ & ‘After’ to 0.
LEVELS OF HEADINGS
See APA pp. 48–49

Organizing Your Paper with Headings

Depending on your topic’s complexity, you may want to organize your paper with headings and subheadings, or even sub-subheadings. Ask your instructor if headings are appropriate for your assignment. The most common organizational format is two or three levels of headings.

- APA describes headings, subheadings, and sub-subheadings as levels 1, 2, 3, 4, or 5.
- Use title case for all headings. This means that all major words should be capitalized.
- Format each level of heading and the text that follows according to the descriptions below.

<table>
<thead>
<tr>
<th>Heading Level</th>
<th>Format</th>
</tr>
</thead>
</table>
| 1             | Centered, Bold, Title Case  
Paragraph text begins one line below the heading (with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. |
| 2             | Flush Left, Bold, Title Case  
Paragraph text begins a double-spaced line below the heading, with a ½-inch indentation at the start of each paragraph. |
| 3             | Flush Left, Bold, Italicized, Title Case  
Paragraph text begins a double-spaced line below the heading, with a ½-inch indentation at the start of each paragraph. |
| 4             | Indented, Bold, Title Case, Ending With a Period. Paragraph text begins one space after the period at the end of the heading. |
| 5             | Indented, Bold, Italicized, Title Case, Ending With a Period. Paragraph text begins one space after the period at the end of the heading. |
The reference list appears at the end of the paper on a new page (use Page Break) and includes all the sources used in the paper.

The title, References, is bolded and centered at the top of the page.

Hanging indent, (i.e., every line after the first is indented ½ an inch.)
To format using a PC, press Ctrl + T.

Other Notes

- The reference list should keep the same formatting as the rest of the paper:
  1) same font (type and size), and
  2) double-spaced.
- For more information on formatting, see the APA style website at https://apastyle.apa.org/style-grammar-guidelines/paper-format/

See a clean sample paper on the next few pages.
Does Stereotyping of Patients by Nurses Impact Care in Hospital Settings?

Student First and Last Name
Mount Royal University
NURS 1111: Theoretical Foundations of Nursing I
Instructor First and Last Name
December 6, 2019
Abstract

For the abstract, write no more than a 250-word summary of the paper on the second page. Note the format for the paragraph, which is not indented. The abstract should include the key points you discuss in the paper as well as any conclusions you have drawn. For example, you might write the following for this sample paper. Two types of stereotyping, racial stereotyping and illness stereotyping, are defined in this paper according to a health care perspective. Generally, nurses’ perceptions are that stereotyping does not occur in hospital settings. However, patients’ perceptions are that illness stereotyping is common while racial stereotyping is somewhat less common. Effects of stereotyping can be divided into physical, psychological, and social outcomes and may include, for example, inadequate care, lower self-esteem, and social isolation. Nurses need to become more aware of their own biases and stereotyping tendencies and actively work to overcome these to ensure optimal patient care.
Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?

After the paper’s title, write the introduction to the paper (without an Introduction heading because it is assumed). Be sure to clearly state the issue as you see it along with your thesis statement. Outline what you plan to discuss in the following pages.

**The Nature of Stereotyping** (Level 1: main heading)

Present your summary of the literature regarding stereotyping. Perhaps you will discuss the idea that stereotyping occurs on the basis of many different characteristics.

**Racial Stereotyping** (Level 2: subheading)

Discuss how racial stereotyping is a very real concern given the increasing ethnic diversity of Canada.

**Illness Stereotyping** (Level 2: subheading)

Discuss how stereotyping occurs on the basis of diagnosis.

**Nurses’ Perceptions of Stereotyping** (Level 1: main heading)

Present your summary of the literature regarding nurses’ attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

**Patients’ Perceptions of Stereotyping** (Level 1: main heading)

Present your summary of the literature regarding patients’ attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

**Effects of Stereotyping on Health of Patients** (Level 1: main heading)

Discuss possible outcomes of stereotyping for patients. Perhaps you will divide the discussion with subheadings in the following manner.

**Physical Effects of Stereotyping** (Level 2: subheading)

Discuss positive and negative physical health outcomes.
**Emotional Effects of Stereotyping** (Level 2: subheading)

Discussion often precedes tables and figures in order to provide context. If you want to refer to a figure at any time during your essay you can use this construction (see Figure 1).

**Figure 1**

*Patients’ Average Emotional Response to Stereotyping*

![Bar chart showing emotional responses to stereotyping across three hospitals: Rockyview, Foothills, and Peter Lougheed. The chart illustrates the mean and standard deviation for anger, depression, sadness, and elation. Rockyview has the highest anger, significantly higher compared to Foothills and Peter Lougheed.](chart.png)

*Note.* Patients’ average emotional response, as recorded by the Twinning’s (2011) Emotional Response Rating Scale, to stereotyping determined from three different Calgary hospitals. Real-life scenarios of stereotyping were presented to patient participants to identify whether neighbourhood demographics affect responses to stereotyping: Rockyview \( (n=102) \), Foothills \( (n=89) \), and Peter Lougheed \( (n=97) \). Data represents mean +/- SD.

*Anger in patients from Rockyview was significantly higher compared to Foothills and Peter Lougheed \( (p<0.001) \).*

**Social Effects of Stereotyping** (Level 2: subheading)

Discuss positive and negative social outcomes.

**Conclusion** (Level 1: main heading)

Summarize the key points of the paper and draw a conclusion regarding your thesis in light of the literature reviewed.
References


Appendix A

This Is the Appendix Title With Title Case

If you have more than one appendix, label each as Appendix followed by a capital letter (e.g., Appendix A, Appendix B, Appendix C, etc.) in the order you refer to them in your paper. For example, you might write, “These relationships are shown in Appendix B.” Begin each appendix on its own page with the appendix title centered and double-spaced below the Appendix label, as shown above. Then your text starts flush left and double-spaced. However, additional paragraphs should be indented. If you have only one appendix, label it as Appendix and center it at the top of a new page following your References list.

In the text of your paper, refer to the appendix by its label (e.g., Appendix, or Appendix A, Appendix B, etc.), not by its title. For more information about formatting appendices, refer to p. 41 of the APA (2020) Publication Manual of the American Psychological Association (7th ed.). Your instructor may have preferences for the format and labeling of appendices.

If the appendix shows only one table or one figure with no text, then the title below the appendix label will serve as the table or figure title. Identify each appendix table or figure such as the example in Appendix B with its appendix letter, plus a number (e.g., Table B1). See “Chapter 7: Table and Figures” in the Publication Manual (APA, 2020) for guidance on tables and figures.
Appendix B

The Title of the Appendix Information or of the Table or Figure

Table B1

*Explanatory Table Title*

<table>
<thead>
<tr>
<th>Main column head</th>
<th>Column title head</th>
<th>Column title head</th>
</tr>
</thead>
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<tr>
<td>Category Description</td>
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<td>16.3</td>
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</tbody>
</table>