

Use the chart below to interpret numbered feedback provided in the right-hand comment pane of Word. To see the comment pane in Word, select "all markup" from the drop-down menu under the Review tab.

Note: The page numbers (in parentheses) are related to the scanned pages of the APA Manual, provided on the Writing Center's webpage through Lewis-Clark State College. The scanned pages follow the order of the Legend.

### APA Publication Manual 7<sup>th</sup> Edition: Feedback Legend

Section	#	Aspect	APA Manual Reference Location	APA Page Numbers
Formatting	F1	1-inch margins	See APA manual 2.22	p. 45 (2)
	F2	Title Page	See APA manual 2.3-2.6 Title, student author, course name and #, instructor name, due date, page number.	p. 30-35 (3-8)
	F3	References Bolded	See APA manual 9.43 "References" needs to be bold & centered	p. 303 (9)
	F4	Double Spacing	See APA manual 2.11	p. 39 (10)
	F5	Reference Left Flush	See APA manual 2.12	p. 39-40, 66-67 (10-13)
	F6	Hanging Indent	See APA manual 2.12	p. 39-40, 66-67 (10-13)
	F7	Alphabetized	See APA manual 2.12	p. 39-40 (10-11)
	F8	Page Numbers	See APA manual 2.18	p. 44 (14)
	F9	Headings	See APA manual 2.3	p. 47-49, 62-63 (15-19)
Citations	C1	Parenthetical Citation	See APA manual 8.11 & figure 8.2	p. 262-263 (22-23)
	C2	Narrative Citation	See APA manual 8.11 & figure 8.2	p. 262-263 (22-23)
	C3	Author-Date Citation	See APA manual 8.10 & figure 8.2	p. 261-262 (21-22)
	C4	Multiple Authors (of one source)	See APA manual 8.17 & table 8.1 For sources with more than one author	p. 266 (24)
	C5	Paraphrasing & Direct Quotations	See APA manual 8.23-8.27, & table 8.2	p. 269-73 (25-29)
	C6	Personal Communication	See APA manual 8.9 Used only when a source is not accessible to the reader (such as email, interviews, etc.)	p. 260-261 (20-21)
	C7	Repeated year in narrative citations	See APA manual 8.16 Omit the year in repeated narrative citations	p. 265-266 (30-31)

**CONTINUES ON NEXT PAGE:**

**References**

**Reference Examples**

**Mechanics**

The Writing Center

Section	#	Aspect	APA Manual Reference Location	APA Page Numbers
References	R1	Authors	See APA manual 9.8 Format of author element	p. 286-287 (32-33)
	R2	Year (Date)	See APA manual 9.13 – 9.17	p. 289-291 (34-36)
	R3	Title (sentence cap)	See APA manual 9.19 Use sentence case for the title element	291-292 (36-37)
	R4	<i>Journal Name</i> (italics)	See APA manual 9.25 For periodical sources, comma not italicized	p. 294 (38)
	R5	Volume, Issue	See APA manual 9.25 Volume and issue periodical citation: e.g. X(XX)	p. 294 (38)
	R6	Page Number	See APA manual 9.25 For periodical sources, citation: e.g. XXX-XXX.	p. 294 (38)
	R7	DOI or URL	See APA manual 9.34 and 9.35 DOIs ( <a href="https://doi.org/">https://doi.org/...</a> ) and URLs are formatted and linked properly.	p. 298-300 (39-41)
	R8	Order of elements	See APA manual 9.43-9.48 The reference elements are ordered correctly within each source.	p. 303-306 (42-45)
	R9	Number of references	The number of references = the amount required by assignment instructions.	See instructor-specific guide or rubric.
	R10	Reference → Citation	See APA manual 8.4 There should be a reference entry for every source cited in-text.	p. 257 (46)
Reference Examples	E1	Periodicals	See APA manual 10.1 For empirical journals, magazines, etc.	p. 316-318 (48-49)
	E2	Books	See APA manual 10.2 For authored or edited books, anthologies	p. 321-322 (50-51)
	E3	Online Media	See APA manual 10.15 For original content on social media (such as Twitter, Instagram, etc.)	p. 348 (52)
	E4	Webpages and Websites	See APA manual 10.16 When the webpage is the original publisher, or no other reference category applies.	p. 350-352 (53-55)
	E5	Reports and Gray Literature	See APA manual 10.4 For government reports, technical reports, codes of ethics, policies, press releases, etc.	p. 329-330 (56-57)
Mechanics	M1	Grammar & Usage	See APA manual 4.12-4.24	p. 117-125 (58-66)
	M2	Abbreviations	See APA manual 6.24-6.28	p. 172-176 (67-71)
	M3	Numbers	See APA manual 6.32-6.39	p. 178-181 (72-75)

For any questions related to this Feedback Legend, please contact the Writing Center:

Phone: (208) 792-2433

Email: [writinglab@lcmail.lcsc.edu](mailto:writinglab@lcmail.lcsc.edu)

For more information and resources, visit us at <https://www.lcsc.edu/writing-center>