SLAC TIPS FOR APA DOCUMENTATION STYLE-7th edition

Use the documentation style recommended by your instructor. This handout explains APA (American Psychological Association) 7th edition guidelines for style and crediting your sources used. **If your major requires the APA format, consider purchasing the APA Publication Manual 7th edition.**

In the APA format, briefly identify your sources in the text of your paper (otherwise known as in-text citation) and give full information about where to locate the source in a list of references at the **end of your paper**. Remember, the reference page should **ALWAYS** be the last page of your paper.

**Note:** If you have a type of source or situation not included here, consult the Publication Manual of the American Psychological Association, (7th ed.).

**A FEW RULES TO CONSIDER WHEN USING APA STYLE**

1. **Space once after all punctuation as follows:** commas, colons, and semicolons. Consult your professor about punctuation concluding sentences.
2. **Also, space once after periods that separate parts of a reference citation and after the periods in personal names** (e.g., J. R. Zhang).
   **Note:** Punctuation that follows italicized, bolded, or underlined text in a citation should **not** be italicized, underlined, or bolded.
3. Display a **quotation of 40 or more words** in a double-spaced, freestanding block of text, indented five spaces from the left margin and with quotation marks omitted.

**APA GUIDELINES CONCERNING TITLE PAGE, RUNNING HEAD, ABSTRACT, AND KEY WORDS**

**Title page**
A title page is required for all APA Style papers. There are both professional and student versions of the title page. Be sure to follow the following order and guidelines required for a student title page. More information regarding the title page can be found on pages 30-35 of the Publication Manual, (7th ed.).

1. **Title:** the *title* should summarize the main idea of the paper, and if possible, be engaging to the reader. It should be a concise statement of the research topic and reveal the issues under investigation. The paper title should be in title case, bold, centered, and positioned in the upper half of the title page (e.g., three or four lines down from the top margin).
2. **Author Byline:** the *author byline* includes the names of the author(s). The preferred form of an author’s name is first name, middle initial, and last name. Include one blank double-spaced line between the title and the byline.
3. **Author Affiliation:** The *author affiliation*, in the case of student papers, identifies the university where the research was conducted. Academic affiliations should include the name of department or any division and the name of the institution, separated by a comma.
4. **Course Code:** Use the full title of the *course*, following the author affiliation line. Include one blank double-spaced line following the author affiliation and center the course code. For example, **NURS 101: The Nature of Nursing Practice**
5. **Instructor:** the full name of your *instructor* follows the course code. Include one blank
double-spaced line following the course code and center the instructor’s title. The instructor’s title should include their professional title (e.g., PhD, MA), middle initial, and last name, for example, Dr. Priya C. Agarwal.

6. Due Date: Finally, include the due date of the assignment. Include one blank-double spaced line following the instructor’s title and center the due date. Use the following format in APA Style papers: March 16, 2020.

Running Head
The running head is an abbreviated version of the title that appears at the top of every page to identify it for readers. Running heads are not usually required for student papers UNLESS an instructor requires them. If your instructor does not require a running head, the heading will remain only a page number. The running head should contain a maximum of 50 characters. If the main title is already 50 characters or fewer, you can use the main title as the running head. Avoid using abbreviations in the running head. Simply give part of the title rather than the whole. Write the running head in the page header, flush left, in all-capital letters, across from the page number. DO NOT include the label “Running head.” More information regarding the running head can be found on page 37 of the Publication Manual, (7th ed.).

Abstract
An abstract is a brief, comprehensive summary of the contents of your paper. Abstracts are not usually required for student papers unless requested by your instructor. Abstracts are usually limited to a maximum of 250 words. Place the abstract on its own page following the title page (i.e., page 2). Write the section label “Abstract” in bold title case, centered at the top of the page, and place the abstract underneath the label. Abstracts can be written in paragraph or structured format. Abstracts written in the paragraph form are written as a single paragraph without indenting the first line. Structured abstracts are also written as a single paragraph without indentation, and labels are inserted to identify various sections (e.g., Objective, Method, Results, Conclusions). More information regarding the abstract can be found on page 38 of the Publication Manual (7th ed.).

Keywords
Keywords are words or phrases that describe the most significant aspects of your paper. They are used for indexing in databases, and help readers find your work within that database. If required by your instructor, provide at least three to five key words to describe the content. Directly below the abstract, write the label “Keywords” (italicized), indented 0.5 in. like a regular paragraph, followed by the key words in lower case (however, proper nouns are capitalized), separated by commas. The keywords can be listed in any order. Do not use a period or other punctuation after the last key word.

APA GUIDELINES CONCERNING IN-TEXT CITATIONS
To avoid plagiarism, supply appropriate credit to the source whenever you do the following:
1. Paraphrase (i.e., state in your own words) the ideas/words of others.
2. Directly quote the words of others.
3. Refer to data or data sets.
4. Reprint or adapt a table or figure, even images taken from the internet that are free or licensed in the Creative Commons.
5. Reprint a long text passage or commercially copyrighted test item.
Parenthetical v. Narrative Citations
In-text citations have two basic formats: parenthetical and narrative. In parenthetical citations, the author name and publication date appear in parentheses. In narrative citations, the information is incorporated into the text, functioning as part of the sentence.

The in-text citation appears within the content of the paper and briefly identifies a cited work. To identify sources, list the name(s) of the author(s) and the year of publication. For example:

1. One author: Catalano (2017) proves . . . (in text of the sentence) or (Catalano, 2017). (at the end of the sentence—note that the period follows the parenthesis)

2. Two authors: Fong and Szapocznik (2019) state . . . (in text) or (Fong & Szapocznik, 2019). (following the end of the sentence)

3. Three authors or more Gamez et al. (2019) . . . (in text) or (Gamez et al., 2019). (following the end of the sentence)

4. Group author with abbreviation
   First citation: National Institute of Mental Health (NIMH, 2020) (in text) or (National Institute of Mental Health [NIMH], 2020). (following the end of the sentence)
   Subsequent citations: NIMH (2020) . . . (in text) or (NIMH, 2020). (following the end of the sentence)

5. No Author: Cite the first few words of the entry from your references list (usually the title) and the year. ("Understanding Sensory Memory," 2018) [For articles, enclose the title in quotation marks.] (College Bound Seniors, 2019) [For books and pamphlets, italicize the title.]
OTHER INFORMATION CONCERNING IN-TEXT CITATIONS

Treat references to legal materials in text like references to works with no author followed by the year (e.g., Americans With Disabilities Act, 1990; Brown v. Board of Education, 1954). The title is placed in the author position in the reference list.

When a work’s author is listed as anonymous, cite the word Anonymous in place of an author’s name: (Anonymous, 2013). However, when the author is simply not listed, use the title of the work as the author.

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear on the reference list—including citations that would otherwise shorten to et al.

(Hodges, 2019; Holschuh & Armstrong, 2015).

If you are citing a specific part of a source, identify the page, paragraph, chapter, figure, table, or equation at the appropriate point in the text. For direct quotations, always give page or paragraph numbers. Note that page and paragraph, but not chapter, are abbreviated in such text citations:

(Centers for Disease Control and Prevention, 2019, p. 10)
(Denzin, 2014, para. 5)
(Suh, 2019, Chapter 3)

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading or manually count the paragraphs and offer a paragraph number to direct the reader to the location of the quoted material. In cases in which paragraphs are too unwieldy to count and headings are too long, use an abbreviated heading or section name in quotation marks.

(Discussion section, para. 1)
(Armstrong, Paulson, & Summers, 2018, “Mandatory Labeling Has Targeted,” para. 4)

Personal communications, such as email, text messages, online chats, personal interviews, or messages from nonarchived discussion groups or electronic bulletin boards, should only be referenced in the body of your text since they do not provide recoverable data. (Do not include them on your reference list.) See that the personal communications you do cite have scholarly relevance. In the text of your paper, give the initials as well as the last name of the communicator, note that the source of your information is a personal communication, and provide as exact a date as possible:

T.K. Lutes (personal communication, April 18, 2017)
(T. Nguyen, personal communication, September 28, 2019)

REFERENCE LISTS (Online and Print)

The reference list at the end of your paper should include all of the sources that contributed
ideas and information to your paper. Because online and print works are largely the same, we do not differentiate between them here. Reference lists have four elements: author, date, title, and source (usually publisher).

**NOTE**: that place of publication is no longer included.

The title "**References**" should be centered one inch from the top of the page. Use upper- and lowercase letters.

The list is arranged in **alphabetical order** by the first word in the reference, whether it is a person's last name, a group name, or the first word of a title (ignore "A," "An," and "The").

For **journal titles**, capitalize only the first word of the title (and the subtitle, if any, after the colon) and proper names. Do not underline the title or place quotation marks around it.

**Journal and book titles** are given in full, capitalized, and italicized.

The reference list must be **double-spaced**, and **entries should have a hanging indent** (the second and all subsequent lines for each entry are five spaces from the margin).

Acceptable **abbreviations** for items in the reference list can be found in the latest edition of the APA style guide.

**REFERENCING SOURCES**

While you are conducting research on the Internet, it is important to determine the **accuracy** of the information you gather. If you are not researching within a database of peer-reviewed journals, check the website in question to be sure it has listed the author and/or the institution who published the site/page and the **author's credentials**.

Also, try to use sites that have a **preferred domain** (.edu, .gov, .org, or .net). Additionally, check to see if the page and any links it contains are **current** and **updated** frequently.

Finally, consult your instructor about any information you are uncertain is worthwhile.

**DOIs**

In both print and electronic sources, you should include the **Digital Object Identifier (DOI)** when possible. The DOI is an alphanumerical system assigned to articles. It is often on the first page of an article near the copyright notice and starts with “https://doi.org/” or “https://dx.doi.org” or “DOI” and followed by a string of letters and numbers.

You can also look for the DOI under the citation information for the article on the research database. Sometimes “The DOI may be hidden under a button labeled Article, CrossRef, PubMed, or another full-text vendor name” (APA, 2020, p.189). Present both DOIs and URLs as hyperlinks (i.e., “http://doi.org/xxxxx). Do not used “Retrieved from” or “Accessed from” before DOI or URL.
Note: To save space here, examples of reference list entries have been single-spaced.

General Reference Forms:


Or if only URL is available: . . . pp. x-x. http://www.xxxxxxx

REFERENCES TO PERIODICALS

References to Articles in Periodicals (Journals, Magazines, Newspapers, etc.)

1. Journal article with DOI


[The issue number is italicized as is the name of the journal. The volume number is not italicized.]

2. Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version.


3. Journal article with DOI, 21 or more authors


4. Journal article without DOI (uses nondatabase URL instead)


[URLs are not underlined. You should remove the hyperlink from the URL.]
References to Newspaper Articles

1. Newspaper article, no author


[Alphabetize works with no author by the first significant word in the title.]
[Precede page numbers for newspaper articles with "p." or "pp."]

2. Newspaper article, discontinuous pages


[If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).]

3. Online newspaper article


[For newspaper or magazine articles, or newsletters, give the exact date of publication if possible.]

References to Magazine Articles

1. Online magazine article


[Note that while references to print magazine articles include page numbers, there are no page numbers in a reference to an online magazine article.]
[When possible, the URL should link directly to the article.]

REFERENCES TO BOOKS

1. Entire book, print version


2. Electronic version of print book


3. Edited book


[For a book with just one author and an editor as well, list the editor in parentheses after the title, for example, (D. Wright, Ed.)

4. Edited book chapters, or entry in a reference work


5. Entry in online reference work, no author or editor


[When online reference work is continuously updated and the versions not archived use “n.d.” as the year of publication and include a retrieval date.]

REFERENCES TO REPORTS AND GRAY LITERATURE (press releases, policy briefs, research reports, etc.

1. Corporate author, online government report


[Report titles are italicized unlike journal article titles.]

2. Authored report, from nongovernmental organization


3. Report from institutional archive (university program or department website)


[If a document is contained within a large and complex website (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.]
REFERENCES TO CONTRIBUTIONS FROM CONFERENCES AND MEETINGS

1. Symposium contribution

[Cite published proceedings from a book using the same format as for a book or book chapter. Treat regularly published proceedings as periodicals. For symposium contributions and paper or poster presentations that have not been formally published, give the year and month of the symposium or meeting in the reference.]

2. Paper presentation or poster session

3. Paper presented at a virtual conference

REFERENCES TO ONLINE SOURCES: MEDIA AND WEBSITES

Electronic mailing lists
Electronic mail sent from one individual to another should be cited as a personal communication and is only cited in the text of the paper.

Newsgroups, online forums and discussion groups, and electronic mailing lists (listservs)
Take care when citing electronic discussion sources; as a rule, these are not referenced in formal publications because they are generally not peer-reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time. Any message cited should have scholarly value and be retrievable. If no archives are maintained, then the message will not be retrievable and should not be included in the reference list. At best, it can be cited as a personal communication.

[If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name. Provide the exact date of the posting. Follow the date with the subject line of the message (also referred to as the "thread"); do not italicize it. In brackets, include a description of the message. Also include the name of the list to which this message was posted if this information is not part of the URL. Provide the address for the archived version of the message.]

1. Message posted to online forum, newsgroup, or discussion group
2. Tweet

Big Thicket National Park [@BigThicket]. (2019, March 24). *Overabundance of frogs brings to mind biblical plagues @BigThicket #biodiversity* [Tweet]. Twitter. https://twitter.com/BigThicket/status/123456789

3. Instagram photo or video


REFERENCES TO WEBPAGES AND WEBSITES

Use webpages/websites if there is no other category in references that fits and the work has no overarching publication (e.g., journal, blog, conference proceedings) other than the website. If you cite multiple pages from a website site each page separately. If you mention a website in general, do not create a reference entry for it or cite it in text. Simply include the URL parenthetically after the name of website in your text. Provide the most specific date possible (year, month, day; year and month; year only). When the author name and the site name are the same, omit the site name from the source element. Only include retrieval dates if the content is created to change over time and the page is not archived.

1. Webpage on a website


2. Webpage on a website with a group author


Parenthetical citation: (World Health Organization, 2020)

3. Webpage on a website with and individual author


Parenthetical citation: (Brown, 2019)
PLAGIARISM NOTE:

When you use the words or original ideas of another person in your writing (whether gathered from physical sources such as books or from the Internet), you must cite the sources. If the words of the original source are directly quoted, quotation marks are necessary. Though paraphrasing an original source does not require quotation marks, you must still document the source. Failure to cite any sources of information is PLAGIARISM. Plagiarism may lead to consequence of Academic Misconduct.

You can find more information about plagiarism on pages 254-256 and page 384 in the Publication Manual. Also, see the following website for more information on plagiarism: https://www.txstate.edu/honorcodecouncil/Student-Resources/Avoiding-Plagiarism.html . Texas State University-San Marcos has severe penalties for plagiarism.