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 the 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)
> (Centers for Disease Control and Prevention, 2017, "What Can You Do" section).

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:

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*. **Location: Publisher.**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical, xx*, **pp. xx-xx. doi:xxxxxxxxxxx**

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

REFERENCES TO PERIODICALS

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

1. **Journal article with DOI**

   Jones, J. J., & Perez, S. (2017). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research, 45*(2), 10-36. https://doi.org/10.1080/rev22200410001676305

   [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.**

   Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (2016). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, *78*, 443-449.

   Belkin, O. R. (2019, June 3). The complicated calibration of ennui, especially in noncommitted relationships. *Chicago Tribune.*

3. **Journal article with DOI, 21 or more authors**
   Gilbert, D. G., McClendon, J. F., Rabinovich, N. A., Sugar, C., Plath, L. C., Asgaard, G., **[WRITE ALL OF THEIR NAMES]**, Botros, N. (2018). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, *6*, 249-267. doi:10.1080/14622200410001676305

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

   Sillick, T. J., & Schutte, N. S. (2016). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, *2*(2), 38-48. http://ojs.lib.swin.edu.au/ index.php/ejap

   [URLs are not underlined. You should remove the hyperlink from the URL.]

References to Newspaper Articles

1. Newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (2016, July 15). *The Washington Post*, p. A12.

[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

Schwartz, J. (2019, September 30). Obesity affects economic, social status. *The Washington Post*. pp. A1, A4. https://www.washingtonpost.com/news/sciencenews

[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

Brody, J. E. (2017, December 11). Mental reserves keep brain agile. *The New York Times*. http://www.nytimes.com

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

References to Magazine Articles

1. Online magazine article

Claire, Eli. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of genders. *Monitor on Psychology, 39*(6). http://www.apa.org/ monitor/

[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

Burgess, M. A. (2019). *Computer addiction? A study of computer dependency.* Taylor & Francis.

2. Electronic version of print book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency.* Basic Books. http://www.ebookstore.tandf.co.uk/html/index.asp

3. Edited book

Hacker Hughes, J. (Ed.). (2019). *Children of color: Psychological*

interventions with minority youth. Jossey-Bass.

[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

Haybron, D. M., Martell, D. R., Buetellini, J., & Ye, J. (2018). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (2nd ed., pp. 17-43). Guilford Press. https://doi.org/10.1037/000000-013

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

Merriam-Webster. (n.d.). Heuristic. In *Merriam-Webster.com dictionary*. Retrieved July, 12, 2019, from https://www.merriam-webster.com/dictionary/heuristic

[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

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2013). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). http://www.nhlbi.nih.gov/ health/prof/lung/asthma/asth_sch.pdf

[Report titles are italicized unlike journal article titles.]

2. Authored report, from nongovernmental organization

Friedmann, D. H. (2016). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06).http://www.repoa.or.tz/ documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf

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

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decision making: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf
[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

Maellbauer, J. (2017, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior* [Symposium]. The Federal Reserve Bank of Kansas City, Jackson Hole, WY, United States.

[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

De Boer, S. (2019, March 30-April 1). *Paired courses, adjunct courses, and corequisites: Old practices and new names.* [Paper presentation]. National Organization for Student Success, San Antonio, TX, United States. https://thenoss.org/2019/webprogramarchives/Sessopm91424.html

3. Paper presented at a virtual conference

Carter, B., Caplin, D., Ramirez, L., & Brown, M. (2020, March 19–21). *Pediatric psychology consultation: State of the art and future directions* [Conference workshop]. Society of Pediatric Psychology Annual Conference, Dallas, TX, United States. https://societyofpediatricpsychology.org/node/726

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

Simons, D. J. (2020, July 14). *New resources for visual cognition* [Online forum post]. Yahoo Tech Groups. http://tech.groups.yahoo.com/group/visualcognition/message/31

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

Brownward MOCAA [@browdward]. (2017, November 3). Schoolkids from NEISD visit museum [Photographs]. Instagram. https://www.instagram.com/p/BapHedFBs3b/

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

Blake, K. (2019, November 12). *What happens to your mind and body when you feel homesick?* CNN. https://www.cnn.com/2019/11/12/health/what-happens-homesick-intl/index.html

2. Webpage on a website with a group author

World Health Organization. (2020, June). *Questions and answers on covid-19 and vaccine safety.* https://www.who.int/features/qu/85/en/

Parenthetical citation: (World Health Organization, 2020)

3. Webpage on a website with and individual author

Brown, B. (2019, December 3). *Leaning into vulnerability: How self-compassion can improve resiliency.* Mayo Clinic. https://www.mayoclinic.org/healty-lifestyle/vulnerability/self-compassion-can-improve-resiliency/art-20314569

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.