



UNIVERSITY OF
Global Health
EQUITY

Writing
Center



APA Guide 7th edition

FORMATTING GUIDELINES

Font: To improve accessibility, the APA now accepts multiple fonts including 12-point Times New Roman, 11-point Calibri, 11-point Arial, 11-point Georgia, and 10-point Lucida Sans Unicode.

Spacing: **Double space all text** including title page, headings, footnotes, and reference material.

Margins: Leave a 1-inch margin on all sides of your document.

Alignment: With the exception of some headings and the title, the body of the text is aligned **flush left**.

Indentation: **Indent the first line of every paragraph a half inch.** For consistency, use the **TAB** key.

Page Numbers: page numbers are inserted in the header and aligned flush right. Numbering **begins with 1 on the title page** and proceeds through any reference pages.

TITLE PAGE

The latest APA publication manual advises that **student title pages** include seven elements:

1. **A page number in the top right of the header.**

The following information should be centered vertically and positioned on the upper half of the page. Begin **three or four lines** from the top margin.

2. **The full title of the paper in bold** followed by **one double spaced blank line**
 - Capitalize the first word of the title or heading and of any subtitle or subheading; 2. Capitalize all “major” words, including the second part of hyphenated major words;
 - Capitalize all words of four letters or more.

- Do not capitalize conjunctions (and, or, but), prepositions (in, on, by) or articles (a, an, the) unless they begin the title or are four or more letters long.

3. The author or authors' full name(s)

4. The college or institution attended (e.g. Mohawk Valley Community College)

5. The course number and name as they appear in institutional material

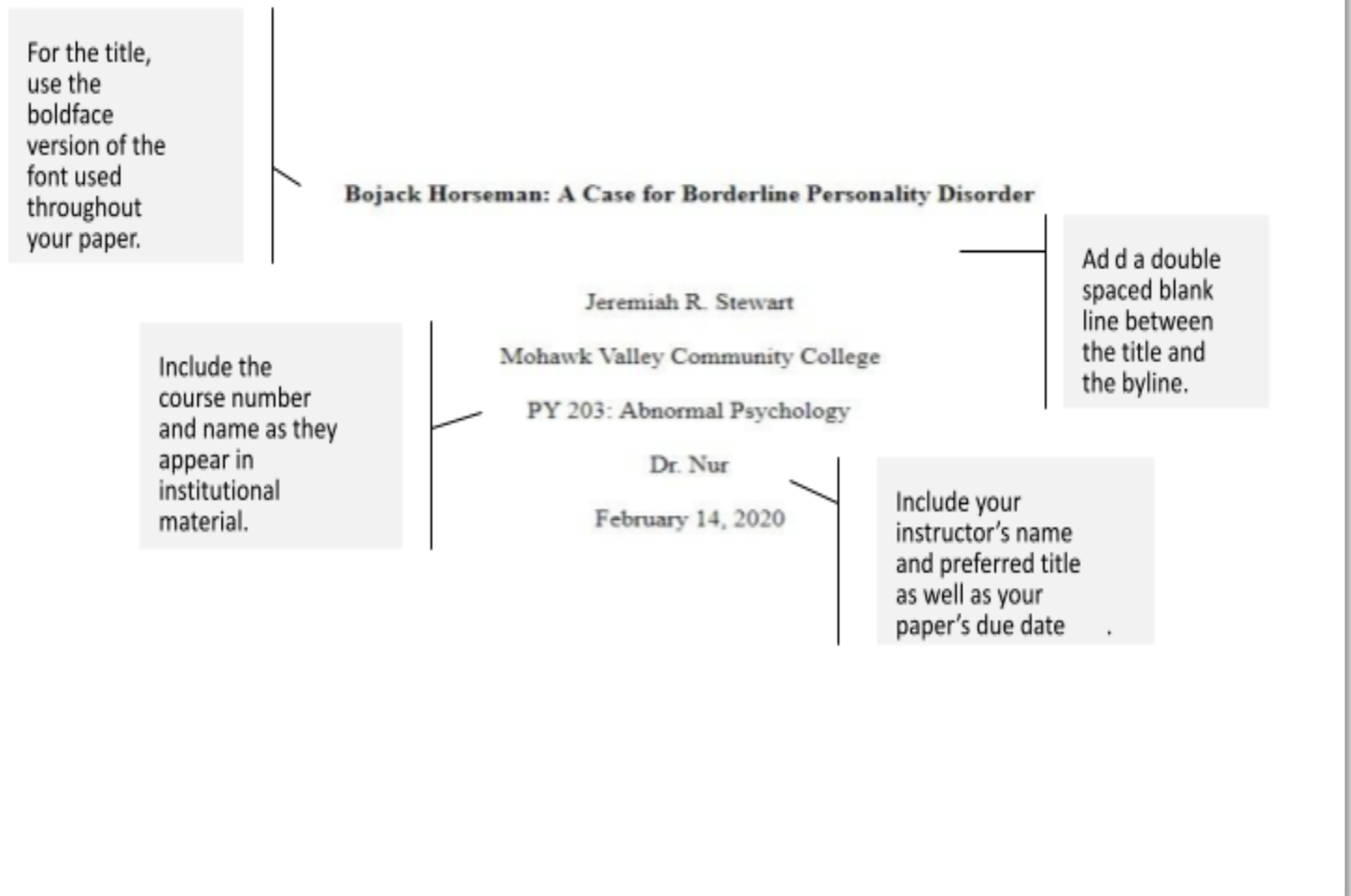
6. The course instructor, including preferred titles such as Dr. Katie or Professor Weismann

7. Due date in month, date, and year format (spell out the month)

NOTE: While most formal research papers require a title page, not all assignments that make use of APA guidelines do. When in doubt, ask your instructor.

SEE SAMPLE ON NEXT PAGE

1



Sample of an APA style student title page

NUMBERS





Use numerals to express the following |

- numbers above nine
- numbers that represent time, dates, ages, scores, specific sums of money, and points on a scale
- numbers before a unit of measurement

Write out numbers |

- zero through nine. There are many rules about the expression of numbers. If you are unsure about how to express a number, consult the APA style blog or check with a librarian or writing consultant.

NUMERALS |

-  17 participants
-  1 year and 3 days
-  \$16 dollars
-  6 months old

WHAT IS AN APA STYLE RUNNING HEAD?

The latest version of the APA manual indicates that student papers do not typically include a running head. Nonetheless, some instructors may choose to prepare you for publication by requiring one. A running head is an abbreviated title located in the header across from all page numbers .

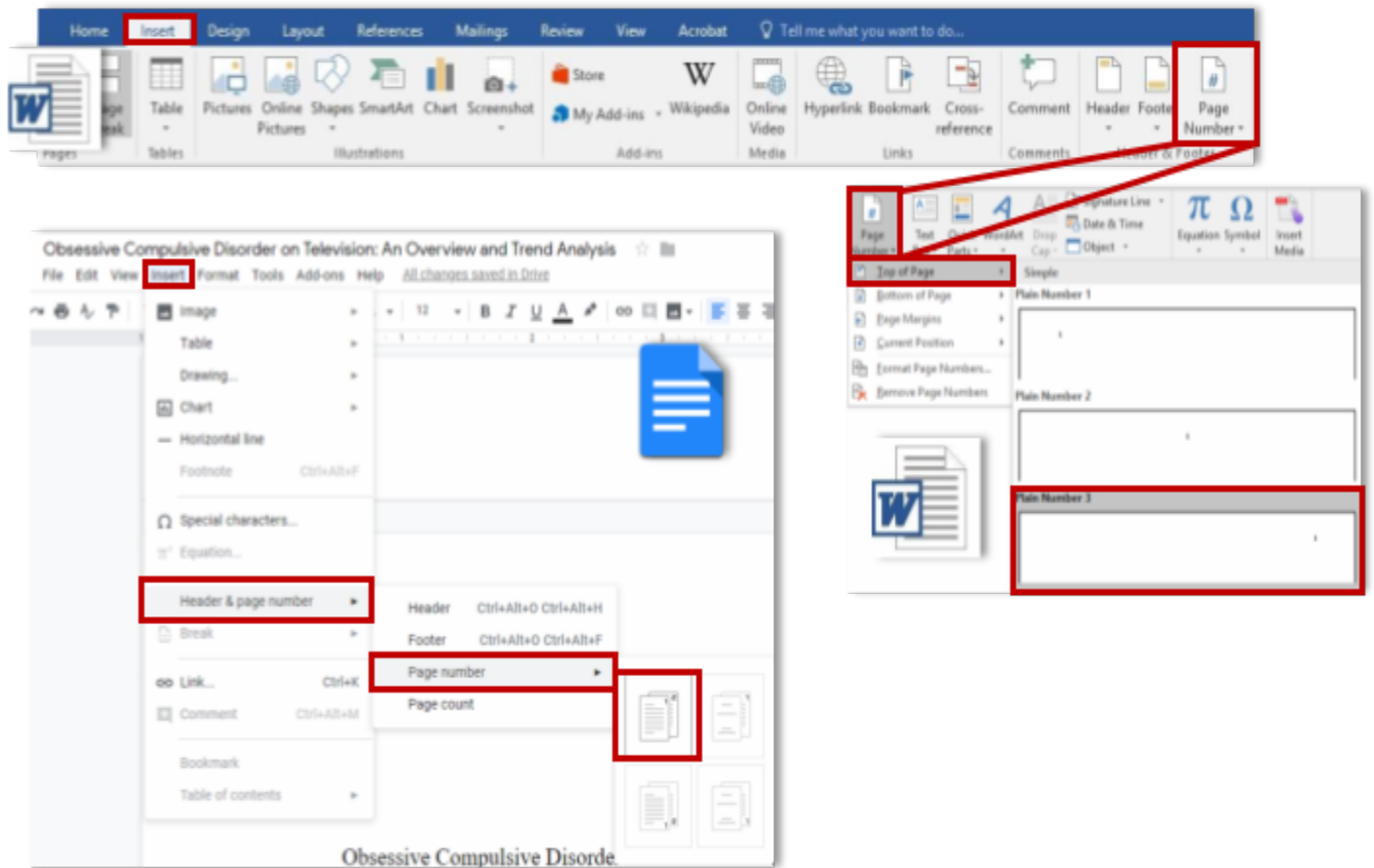
An APA running head consists of an abbreviated version of a paper's title typed in all capital letters and aligned flush left. If the original title is equal to or less than **50 characters** (including spaces and punctuation), the full title may be used in the running head.

APA NO LONGER REQUIRES use of the label *Running head* on the first page of a document.

HOW TO INSERT AN APA STYLE RUNNING HEAD USING MICROSOFT WORD OR GOOGLE DOCS

1. Use the **INSERT** function in Microsoft Word or Google Docs to insert a **page number** in the

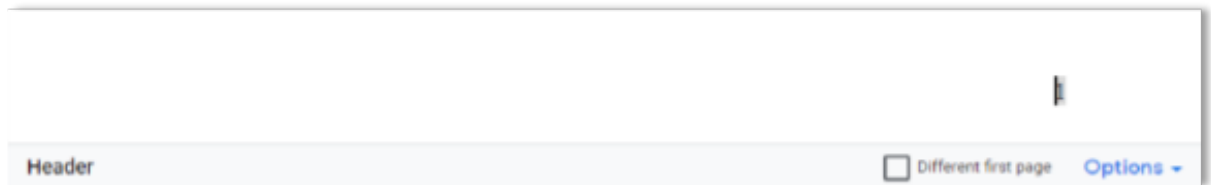
top right corner of the document



IF YOU ARE FOLLOWING 7TH EDITION APA STUDENT PAPER GUIDELINES, YOU ARE DONE!

IF YOU ARE INCLUDING A PROFESSIONAL RUNNING HEAD, CONTINUE.

2. Ensure your cursor is at the left of the page number.



3. Press the **CAPS LOCK** key on your keyboard.

4. Type the shortened version of your title in all capital letters.

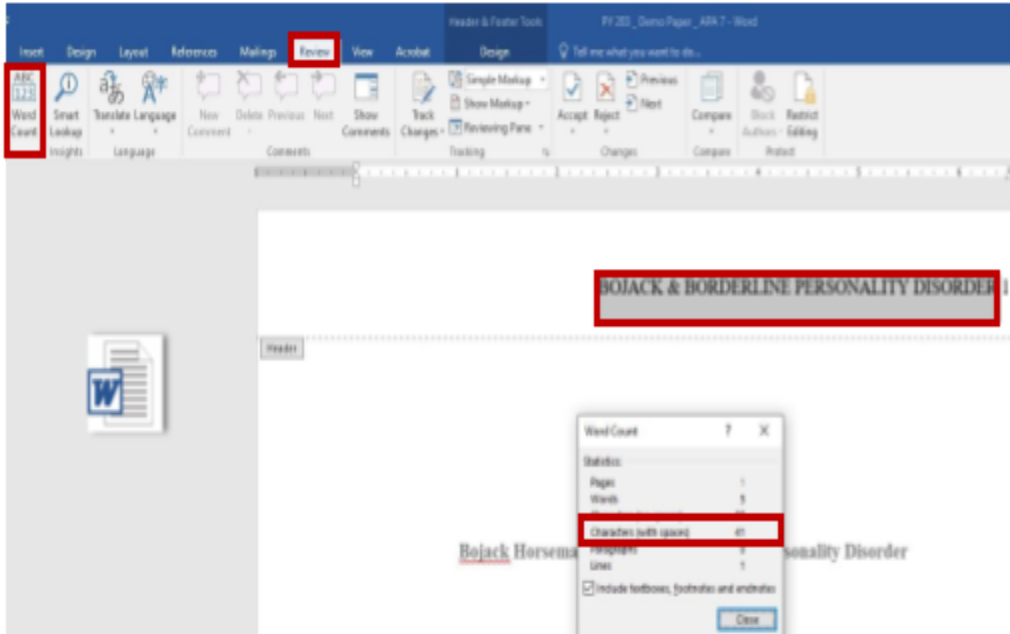
- o The shortened version of the title should reflect the work as a whole and will not necessarily be the first words of the title.
- o Do not use partial words. o It is permissible to use the ampersand (&) in place of the word AND.



Header

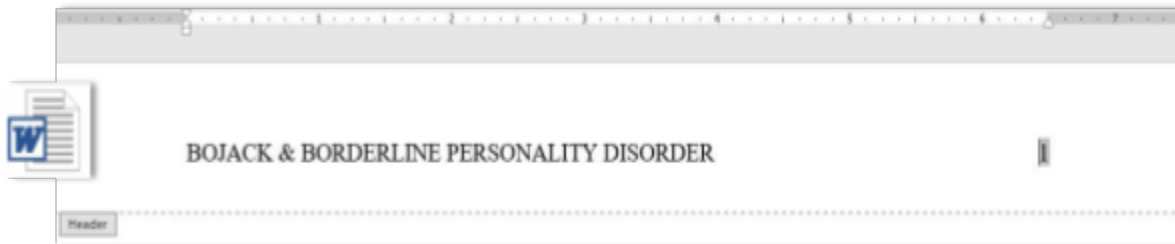
- 5. If using **Microsoft Word**, highlight the shortened title and use the **WORD COUNT** feature in the **REVIEW TAB** to ensure your title, including spaces and punctuation, is not more than fifty characters long.

In **Google Docs**, the word count feature does not function in the header. Count the characters.



- 6. Use the **TAB** key and spacebar to align the title to the left margin of the header. The page number

should remain flush right on the same line as the running head.



- 7. Ensure the typeface and font size are consistent with those used throughout the paper (e.g. Times New Roman, 12pt.).

- 8. Close the header by clicking **Close Header and Footer** in Microsoft Word or **double-clicking on the document**.

body of the document in Word or Google Docs



HEADINGS

The APA recommends the use of **headings** and **subheadings** to organize writing and enhance the readability of texts. While not appropriate for all writing that makes use of APA style guidelines, they are expected in many **research papers**. When uncertain about the use of headings, ask your instructor.

The APA provides guidelines for formatting up to five levels of headings. The heading structure always starts with the highest level (level 1) and progresses from the general to the particular.

Each level of heading has its own formatting specification.

Causes of Child Abuse (level 1)

Effects of Child Abuse (1)

Short Term Effects of Child Abuse (2)

Long Term Effects of Child Abuse (2)

Psychological Effects of Child Abuse (3)

Behavioral Effects of Child Abuse (3)

Aggression, Violence, and Criminal Behavior. (4)

High-Risk Sexual Behavior. (4)

Prostitution. (5)

Sexually Transmitted Infections. (5)

*See page 3 for guidelines on **Title Case**.*

The example provides two samples of each heading type. Your paper may make use of more or fewer. Let clarity and your instructor's directions guide your use of headings.

The parenthetical numbers correspond to the heading level and are for reference only.

ABSTRACT

An abstract is a **brief summary of a journal article or paper**. Abstracts allow readers to assess or get an overview of a text without reading it in its entirety. Like all summaries, abstracts follow the structure of the original material and outline its main points. Many student papers that make use of APA guidelines DO NOT require abstracts. If you are unsure, consult your instructor.

Formatting the Abstract

According to the APA, an abstract is generally a single un-indented paragraph between 150 and 250 words. It appears at the top of the page after the title page (on page 2) under the centered **boldface** heading: **Abstract**.

An abstract is sometimes followed by a list of italicized **Keywords**. This list of words is used for database indexing and is rarely seen in student papers.

Quotations

The APA requires quotation of all word-for-word material including oral instructions, test items, and any published matter. **All quoted material must be accompanied by an in-text citation.**

In-text citations are short references that appear in the body of a paper whenever quotes, paraphrases, or summaries are used. These short references are made up of specific source information, most commonly author(s), year of publication, and page number(s). This information keys or points to a full reference entry on an end-of-text reference page. Guidelines on **in-text citations are covered in depth on pages 1116; reference page entries are covered on pages 18-33.**

THIS SECTION MAKES USE OF IN-TEXT REFERENCES BUT FOCUSES ON **HOW TO FORMAT SHORT AND LONG QUOTATIONS.**

Short Quotations

If a quote is **less than forty words**, incorporate it into a sentence. See the SIGNAL PHRASE GUIDELINES handout and pages 12-17 for in-text citation guidelines. Enclose the quoted material in double quotation marks - “”. If the quoted material comes at the end of the sentence, place citation information **before** the closing punctuation mark.

Mid-sentence

Khantzian's and Duncan's theory, which presents addiction as "a self-regulation disorder wherein individuals self-medicate to manage their self-regulation issues" (Fletcher et al., 2011, p. 112) links drug use to a childhood history of neglect and abuse.

End of sentence

Kim and Koh's (2018) investigation into the relationship between smartphone obsession and self esteem suggested that "individuals with low self-esteem may feel more anxious, and being anxious can increase one's obsession with smartphone use" (p. 269).

Quotes of **forty or more words** are called **block quotations** and are formatted differently than their shorter counterparts. **When using block quotations follow the guidelines below:**

- Retain double spacing.
- Block quotations appear on a new line and are indented half an inch.
- When block quotations include multiple paragraphs, new paragraphs are given an additional half inch indent on the first line.
- Block quotations **do NOT make use of quotation marks**.
- Citation information is included **after** the final punctuation.
- Colons are frequently used when introducing a block quotation. They are not required.
- Use block quotations sparingly.

Example of a block quotation

The distinction between spirituality and religiosity is further clarified by Miller and Thoresen: Spirituality is more concerned with how an individual has a personal relationship to larger transcendent realities, such as the universe or God, whereas religiosity is more concerned with how an individual experiences a transcendent being and how this is expressed in a community or social organization. (1999, p. 6)

TABLES AND FIGURES

Tables and figures can be used to support or illustrate information given in the main text. **Tables** are made up of numbers and/or text arranged in rows and columns. **Figures** include photographs, maps, charts, graphs, diagrams, etc.

Tables and figures are numbered separately and sequentially (Figure 1, Figure 2; Table 1, Table 2) in the boldface version of the font used throughout the document. The label is placed above both tables and figures (see Table 1) and is followed by a double-spaced blank line.

Tables and figures are titled. Titles are given in title case italics below the numbered label.

Notes are labeled and placed under the table or figure. Notes are not required but can be used to provide a brief explanation of a table or figure, to convey source information, and to explain any abbreviations or symbols that might be unclear to readers. If the table or figure is not original to the work, the note must indicate that it is reproduced or adapted from another source.

See the APA website for more information on tables and figures.

REFERENCE PAGE

The APA requires a list of sources at the end of papers. This list includes **all retrievable sources** used in the composition of the paper. The information on this list allows writers to credit sources and readers to find, evaluate, and make further use of those sources. Reference list entries are covered on pages 18 - 33.

This section focuses on **what to include** and **how to order the entries** and **format the reference page**.

What to include

- Every source you paraphrased, summarized, or quoted in the text .
- Do not include sources that you consulted but did not cite.
- Do not include personal communications or standard religious texts such as the Quran or Bible.

How to order the entries

- Reference entries are alphabetized by the first letter in the entry, generally an author's last name.
- Reference entries that have no author or editor are alphabetized by title .
- When alphabetizing by title, ignore articles that begin the title (*A*, *An*, and *The*).
- When an entry starts with a number, alphabetize the entry based on how the number would appear if written.
- When an entry starts with a year, alphabetize the entry based on how the year would be spoken.

How to format the page

- The reference list comes after the final page of text.
- The list begins at the top of a consecutively numbered new page.
- The reference list is given the **bold**, centered heading: **References**.
- Reference entries are double-spaced with NO SPACE between entries.

HANGING INDENT GUIDE

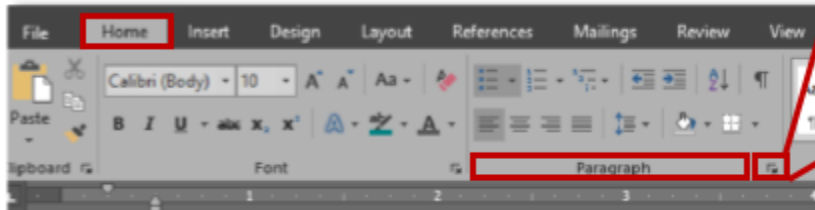
- Reference entries make use of a **hanging indent** that allows readers to easily identify entries based on in-text citation information

HOW TO CREATE A HANGING INDENT IN MICROSOFT WORD

- Select the text that you would like to apply the hanging indent to.
- Press the **CTRL key + T on your PC** or the **Command key + T on your Mac**.

IF THAT DOES NOT WORK...

- Select the reference entries.
- On the **Home** tab, click the arrow in the bottom right of the **Paragraph** group.
- In the Paragraph dialog box, under Indentation, on the Special dropdown, select **Hanging**.
- Set the measurement to **0.5** under **By**.

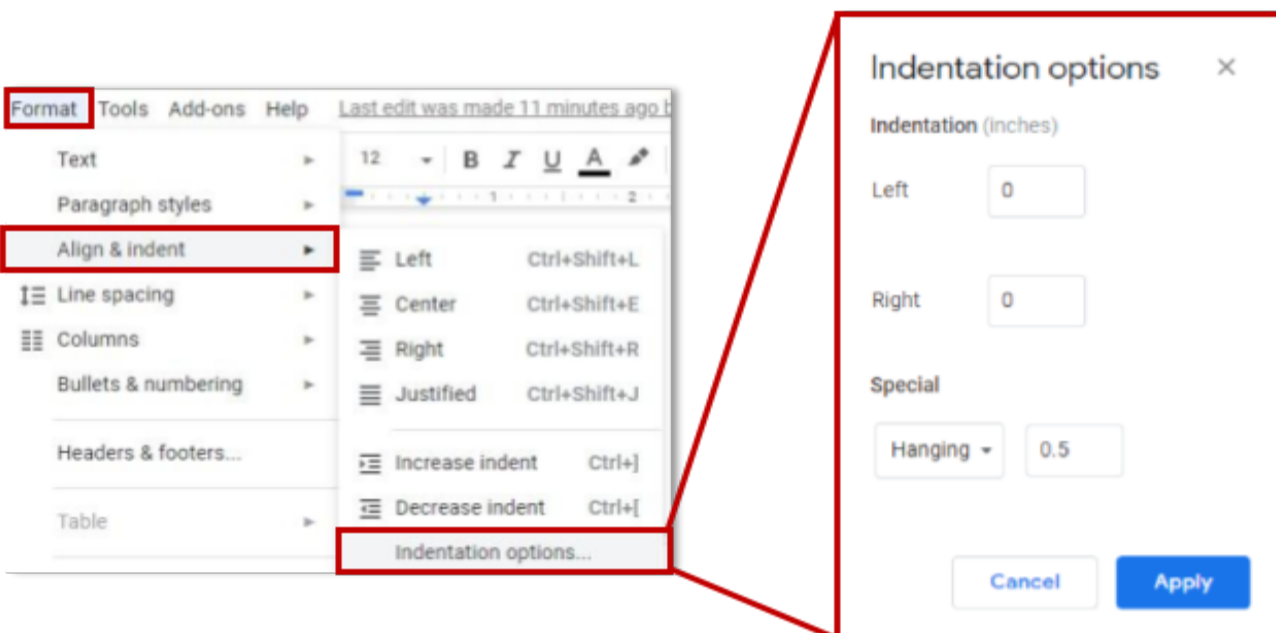


- Under **Spacing**, ensure there are no spaces between paragraphs.
- Click **OK**.

HOW TO CREATE A HANGING INDENT IN GOOGLE DOCS:

- Click and drag to select all of your reference entries.
- Click the **FORMAT** tab and select **ALIGN & INDENT**.
- Choose **INDENTATION OPTIONS** to open the indentation dialogue box.
- In the indentation dialogue box, click the **SPECIAL** dropdown menu.
- Select **HANGING** and specify a half inch indent (0.5).

6. Click the **APPLY** button.



CREDITING SOURCES

TO CREDIT CONTRIBUTORS, APA REQUIRES A TWO PART SYSTEM. THAT SYSTEM USES (1) BRIEF IN-TEXT OR PARENTHETICAL CITATIONS THAT KEY TO OR POINT TO (2) A FULL LIST OF SOURCES IN THE FORM OF AN END-OF-TEXT REFERENCE PAGE.

Why?

Citation is often discussed in the context of avoiding plagiarism. It is true that using the words or ideas of others without crediting them is a serious academic offense. When one plagiarizes, one intentionally or unintentionally passes off the work of another as their own. Citations, however, also have a very collegial purpose.

Academic writing is a conversation between the writer and thinkers that have examined similar questions and topics. **In-text citations** act as a record of that conversation. They tell the reader who said what and when they said it. In doing this, they give credit to those who have helped the writer develop their understanding. They also allow readers to engage more deeply in the subject by pointing to **reference page entries**. These entries give readers all the information they need to find the sources the writer used.

IN-TEXT CITATIONS

In APA style writing, paraphrases, summaries and quotations all require the use of in -text citations.

- A **paraphrase** restates the source material in a new language. A paraphrase uses approximately the same number of words as the original.
- A **summary** condenses the source material to reflect its main idea(s). A summary uses significantly less words than the original.
- A **quotation** restates the source material using the exact language of that material.

What is included in the APA in-text citation?

APA in-text citations aim to answer three questions about the source material:

1. **WHO:** Most frequently reported as the author or authors' last name(s)
2. **WHEN:** Most frequently reported as the year of publication
3. **WHERE:** Most frequently reported as a page (or paragraph) number

NOTE: Quotations require the use of page numbers when those numbers are available. Paraphrases and summaries do not require them, but the **APA recommends the use of page numbers for all in-text citations.**

How Does Citation Information Appear in the Text?

To integrate this information, APA style writing makes use of both **signal phrases** and **parenthetical citations**. These are frequently used in combination.

Signal phrases (also known as attributive tags or narrative citation) signal to the reader that the idea or language being used is from an outside source. Signal phrases generally use the author(s) name(s) and a verb to do this. They appear in the same sentence as the source material, either directly before or after that material. See the SIGNAL PHRASE GUIDELINES handout for guidelines and a list of signal phrase verbs.

Parenthetical citations make use of parentheses () to provide source information. They are placed as close to the cited material as possible. Note that the author's last name, year, and page number are sometimes placed in a single set of parentheses and sometimes placed in separate parentheses.

- In an effort to explain the cultural variations in same-family reincarnation claims, Masayuki (2017) theorized that “culturally prescribed ideas about reincarnation would be carried into death and would influence decisions made in the postmortem state” (p. 552).
- Researchers exploring same-family reincarnation claims have noted that the manner of death seems to influence this pattern, in particular that violent death seems to make same-family reincarnation claims less likely (Masayuki, 2017, p. 553).

Formatting the Parenthetical Citations:

The APA requires the use of a **comma** between the major elements of a parenthetical citation. Use a **p.** to indicate a single page number, **pp.** for a page range, and **para.** for a paragraph number. **If no page number is given**, use headings and/or count paragraphs to direct your reader to the information.

- **(Author's Last Name, Year of publication, p. #).**

- (Schroerlucke, 2013, p. 237). (Happle & Hoe, 2001, pp. 7-19). (Johnston et al., 2003, para. 4).
- (Giovanni, 2019, Discussion sec., para 1). (Harlin, 1999, “ Cerebral Atrophy in Canines,” para. 11).

General Rules:

1. Author Named in a signal phrase

QUOTATION

- Include the date of publication in parentheses directly after the author’s name.
- Include the paragraph or page number in parentheses as close to the closing quotation mark as possible. See page 15 if no page number is given.
- It is acceptable to place the parentheses mid sentence.

Tucker (2016) noted two-year-old James Leininger’s habit of “slamming his toy plane nose first into the family coffee table” (p. 201).

SUMMARY OR PARAPHRASE

- As with a quotation, include the date of publication in parentheses directly after the author’s name.
- Page numbers are recommended but not required for paraphrases and summaries.
- If you use a page number, place it in the parentheses directly after the author’s name along with the date.

Tucker (2016, p. 201) described two-year-old James Leininger’s actions as post-traumatic play.

2. Author named in parenthesis

If the author’s name is not included in the sentence, put the name in parentheses – along with the year of publication and any page or paragraph number. The parentheses should be placed as close to the source information as possible. Be sure to separate each element of the parenthetical citation with a comma.

QUOTATION

Parenthetical information can be broken up into multiple sets of parentheses or placed in a single set.

Despite his youth and 1998 birth year, James was said to have “knowledge about World War II planes in general and about life on Natoma Bay” in particular (Tucker, 2016, p. 203).

The current Director of the Division for Perceptual Studies (Tucker, 2016) pointed out that “no television programs focusing on Natoma Bay or James Huston appear to have been made” (p. 206).

SUMMARY OR PARAPHRASE

- Provide all in-text citation information in one parentheses. Parentheses may be placed either before or after the summary or paraphrase.

James Leininger’s father was reportedly viewing a book on Iwo Jima when the toddler pointed to a photograph and told his father that he had died there (Tucker, 2016, p. 201).

3. Authors with the same last name

When two or more authors have the same last name, use initials to distinguish between the authors in all pertinent in-text citations.

As an historical examination of the development and deployment of the atomic bomb reveals, no single person made the “decision to drop” (K. T. Erikson, 1985, p. 65).

4. Two authors

When a work is authored by two individuals, mention both each time the work is cited. Use **and** when the authors are mentioned in a signal phrase, and an ampersand (**&**) when the authors are named in a parenthetical citation.

Greenberger and O’Neil’s (1992, p. 445) data supports the view that, over time, less educated mothers who work outside the home experience a depletion of resources that may negatively impact their children.

The authors noted that maternal employment often increases paternal participation in childcare and that increased participation may lead fathers’ to experience “a broader sampling of their child’s behavior, including behavior that is problematic” (Greenberger & O’Neil, 1985, p. 447).

5. Three or more authors

If a source has three or more authors, any signal phrase or parenthetical citation will include only the first author's last name followed by the abbreviation **et al.** from the Latin phrase *et alia* meaning “and others”.

Ottisova et al. (2018, p. 2) pointed out the high rates of PTSD, depression, anxiety, and self-harm among trafficked children.

Overdoses are now the nation's leading cause of preventable deaths (Horon et al., 2018, p. 780).

6. Organization or government as author

Some sources do not list an individual author or authors. These sources may have an organization, corporation, association, or government agency as their author. In these cases, the group's name can be used in place of an author's name in signal phrases and parenthetical citations.

If the group's abbreviation is well-known, give the full name and the abbreviation in brackets in the first parenthetical citation. Include the abbreviation with the date in narrative citation (see chart on page 17 for an example). Subsequent citations use the abbreviation on its own.

FIRST IN-TEXT CITATION

(National Institute of Mental Health [NIHM], 2011, p. 115)

SUBSEQUENT IN-TEXT CITATIONS

(NIMH, 2011, p. 121)

7. Unknown author

Reference works, legal materials, and newspaper editorials frequently appear without an author. If no author is given and the source has not been authored by an agency or organization (see above) use the source's title in in-text citations. In parenthetical references long titles can be shortened to the first few words of the reference list entry.

Although in the reference list, sentence case capitalization is used for standalone sources like books (*A tree grows in Brooklyn*) and part-of-a-whole sources like articles (A call to make schools safe zones, not war zones), in in-text citations, **title case capitalization** is used for both types of sources (*A Tree Grows in Brooklyn*; “A Call to Make Schools Safe Zones, Not War Zones”). See page 3 for title case rules.

According to *Brewer's Dictionary of Phrase and Fable* (1952) abracadabra is “a cabalistic charm said to be made up from the initials of the Hebrew words Ab (Father), Ben (Son), and Ruach ACadsch (Holy Spirit)” (p. 3).

A powerful editorial asserted that the opioid crisis can be curtailed by providing safe spaces and medical supervision for users (“Safe Injection,” 2018).

8. No date

If no publication date is available for the source, use the abbreviation **n.d.**

- (“United Arab Emirates Architecture,” **n.d.**)

9. Two or more works cited together

If a sentence makes use of more than one source, list the sources in parentheses in alphabetical order. Separate sources with a semicolon.

Numerous studies have highlighted the benefits of educating incarcerated men (Lochner & Moretti, 2004; Esperian, 2010; Hughes, 2012; Utheim, 2017).

10. Source quoted in another source

If you cite a source that was quoted in another source, add the phrase **as cited in** before the secondary source information in your parenthetical reference.

To explain his unorthodox approach to studying criminal genius, the author points to a desire to convey what Katz refers to as “the moral and sensual attractions of doing evil” (as cited in Oleson, 2004, p. 194).

11. Quote from Audio Visual Material

When quoting from audio-visual material, in lieu of a page number, provide a timestamp for the beginning of the quoted material.

Fleishmann (2014) noted that 98-99% of people who report Near Death Experience, perceive the dark, confined space as comforting, but 1-2% report “terrible noises, terrible smells, and terrible creatures” (9:41).

12. Work without page numbers

Many electronic documents do not have page numbers. Some of these (legal documents, in particular) have paragraph numbers. If paragraphs are numbered, use these in the parenthetical citation with the abbreviation **para.** in place of p.

... (Duvernoy, 1977, **para. 11**).

If no page or paragraph numbers are given, use heading title (e.g. Discussion sec.) and count paragraphs to direct the reader to the relevant source information.

... (Jones, 2011, **Methods sec., para. 3**).

It is permissible to shorten long heading titles. When using a shortened heading title, place the shortened version in quotation marks.

... (Eckernkamp, 2013, **“Relationships,” para. 5**).

- The full heading of this section is Relationship s between High IQ and Social Isolation

13. An entire work

If you would like to point the reader to an entire work, simply name the author and year in a signal phrase or in a parenthetical reference. Do not give page numbers.

Bronfenbrenner’s (1981) seminal work offered an original way of understanding human development.

14. An entire website

Most websites consist of many web pages. Most references to online works reference these pages . Still, there are occasions when you may want to call the reader’s attention to an entire website . To do this, provide the site’s URL in the text. It is not necessary to include the site again on the reference page. Although it offers sleek infographics and disturbing statistics, the government website provides startlingly little information on the government’s response to the opioid crisis (<https://www.opioids.gov>).

15. Personal communication

If your writing references an email, text message, telephone conversation, letter , non-archived discussion groups or message board, it is unlikely that your reader will be able to access your source. For this reason, personal communications are not included on the reference page. These sources do, however, receive in text citation. In-text citations for personal communications include the **author’s initial(s)**, the **author’s last name**, the phrase **personal communication**, and the **full date of the communication** in month day, year format.

Scully noted that the book was conceived during an undergraduate history course on the history of madness in America entitled Who’s Crazy Now? (E. Scully, personal communication, October 11, 2003).

H. A. Murray (personal communication, July 22, 1985) acknowledged that Morgan had not received proper credit for her contribution to the Thematic Apperception Test.

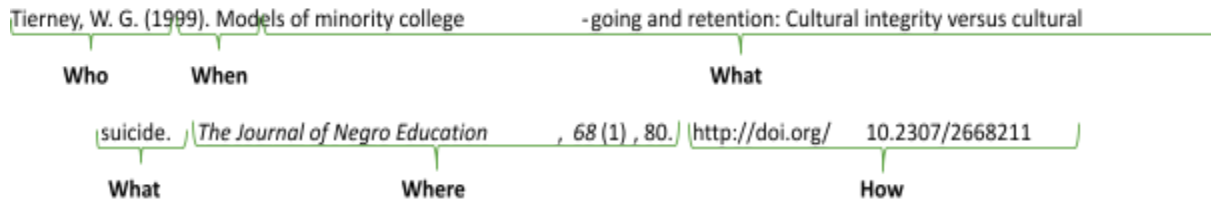
SOURCE TYPE	SIGNAL PHRASE OR NARRATIVE CITATION	PARENTHETICAL CITATION
Work by one author	Clay (2008) indicated that...	The article argued that “Turner is not the only psychologist whose research has been co-opted” (Clay, 2008, p. 8).
Work by two authors	McKelvie and Waterhouse (2005) argued...	Authors noted “women rated people with gender-ambiguous names less Ethically Caring than people with gender-specific names” (McKelvie & Waterhouse, 2005, p. 47).
Work by three or more authors	Wurman et al. (2012) reasoned...	Supercell thunderstorms caused the most damage and fatalities (Wurman et al., 2012).
Work with no author - Use the title <i>Books & Reports</i> , “Articles and Chapters,”	“Healthcare Contractors” (2013) pointed out ...	Kathleen Sebelius refused to step down due to the problems with the healthcare rollout (“Healthcare Contractors,” 2013).
First use of organization as author	Business Continuity Planners Association (BCPA, 2010) stated that...	The website pointed out that “members will be assessed annual dues, payable upon receipt of invoice” (Business Continuity Planners Association [BCPA], 2010, p. 13).
Subsequent use of organization as author	BCPA (2010) made the point that...	Membership is open to any and all professionals (BCPA, 2010).

REFERENCE PAGE ENTRIES

The American Psychological Association (APA) style requires (1) a list of complete source information at the end of the text in the form of a reference page and (2) brief in-text documentation of sources. This section provides guidelines for constructing reference page entries for the most frequently used reference types. It is based on the 6th ed. of the APA style guide (2010). For sources not covered, visit www.apastyle.org.

Basic structure entry format

The information required for a reference page entry aims to answer: who, when, what, where, and, with some online sources, how. Most entries can be arranged by asking those questions in that order.



The answers generally take the following forms:

WHO: Creator(s) of the work, usually in the form of name(s)

- Authors' names are inverted throughout the reference list.
- First names are omitted in favor of first and, when given, middle initials. E.G. Doe, J. J.

WHEN: Date of publication

- The date of publication is given in parentheses after the final author.

For rules on formatting the reference list and hanging indent directions, see page 10.

- Many sources require that you list only the year, others require the month or day and month.

WHAT: Title of the work

- Article and chapter titles, books and reports use sentence case capitalization and plain text.
- Titles of webpages are given in sentence case capitalization and italicized.

WHERE: Publication information

Periodicals such as journals, newsletters and magazines:

- Periodical titles use title case capitalization and are italicized. See pg. 3 for title case capitalization guidelines.
- Give the volume number in italics after the periodical's title. If available, give the issue number in parentheses after the volume.
- List the page or page range on which the source material appears.

Books and reports

- APA no longer requires publication location for books or reports.
- Give the brief form of the publisher's name. Do not include words like Publishers, Co., and Inc.

Websites

- Titles of websites are given in plain text with sentence case capitalization .

HOW: Online source identifiers

- Tell the reader how to access online sources by providing a DOI (digital object identifier) when one is available. In select cases, include a URL. See source types.
- **Do not** end this section with a period.

Author Types

1. One author

- Give the author's surname followed by their first and, if present, second initial.
- Do not include degrees (PhD, M.D., etcetera)
- **TEMPLATE:** Author, A. A. **SAMPLE:** Smith, J. L.

2. Two authors

- List both authors with the surname before initials. Separate the names with a comma and an ampersand (&).

3. Three to twenty authors

- **TEMPLATE:** Author, A. A., & Author, B. B.
- **SAMPLE:** Smith, J. L., & Jones, S. A.

List up to twenty authors by last name and initials. Separate names with commas, and place an ampersand (&) before the final name.

- **TEMPLATE:** Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F.
- **SAMPLE:** Smith, J. L., Jones, S. A., & Evans, Y. E.

4. More than twenty authors

List the first nineteen authors by last name and initials. Separate authors' names with a comma.

After the nineteenth author's name, use an ellipsis (. . .) and give the final author's name. There should be no more than twenty names.

- **SAMPLE:** Potter-Baker, K. A., Bonnett, C. E., Chabra, P., Roelle, S., Varnerin, N., Cunningham, D. A., Sankarasubramanian, V., Pundik, S., Conforto, A. B., Machado, A. G., Janini, D., Wyant, A., Bonnett, C., Wang, X., Siemionow, V., Yue, G. H., Plow, E. B. Ireland, J. E., Ivers, J. L., . . . Mitchel, E. J.

5. Two or more works by the same author

Use the author's name for all entries and list the entries by the year (earliest comes first).

- **SAMPLE:** Williamson, R. J. (1997).

Williamson, R. J. (1999).

6. Two or more works by the same author in the same year

If you are using more than one reference by the same author published in the same year, organize them in the reference list alphabetically by the title of the source. Assign letter suffixes to each year based on this alphabetization. Refer to these sources in the text as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

SAMPLE:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

7. Organization/ government as the author

Sometimes credit for a source is given to an entire organization rather than an individual or individuals. When this occurs, list the organization or government in the space designated for the author.

SAMPLE TEMPLATE | book by organization

Organization's Name or Government Agency. (Year of Publication). *Title of work*. Publisher.

9. Author as publisher

Books and reports require a source's author and publisher. When the author of a source is a government or organization, there is a good chance that the organization or government is also the publisher. When this occurs, list the organization or government as the author and omit the publisher from the reference.

- **SAMPLE with author as publisher**

Children's Defense Fund. (1992). *Guides for the national observance of children's Sabbaths: Christian, Catholic, and Jewish guides*.

10. Author and editor

Some works – typically books – have both an author and an editor. In a work with both an author and an editor, the editor's name is given in parentheses after the title of the work. Unlike the author, the initials precede the surname. The editor's name is followed by a comma and the abbreviation **Ed**. In the case of multiple editors, **Eds.** is used. The section is finished with a period.

- **SAMPLE|**

Kobler-Ross, E. (1995). *Death is of vital importance: On life, death and life after death.* (G. Grip, Ed.). Station Hill Press.

11. Unknown author

When the author is unknown, begin the entry with the title of the work.

BOOK WITH UNKNOWN AUTHOR

Diary of an oxygen thief. (2016). Gallery Books

NEWS ARTICLE WITH AN UNKNOWN AUTHOR

I am part of the resistance inside the Trump administration. (2018, September 5). *The New York Times*.

<https://www.nytimes.com/2018/09/05/opinion/trump-white-house-anonymous-resistance.html>

PERIODICALS- ONLINE AND PRINT

Journal article formatting notes

- Use **sentence case capitalization for article titles.**
- Use **title case capitalization for the journal title.** See page 3.
- **Journal titles and volume numbers are italicized.**
- **Digital object identifiers (DOIs)** are provided whenever available for **both online and print sources.**
- **DOIs** are given as web addresses and must include the **http:// or https//** protocol, e.g. <https://doi.org/10.1037/arc0000014> in plain or colored and underlined text.
- If the work will be read online, **links should be live.**
- Unless there is no publication date or the content is likely to change, the phrase **Retrieved from** is no longer used before URLs.

Journal article with DOI

- **URLs should link to the specific source document whenever possible.**

TEMPLATE

Author, A. A., & Author B. B. (Year of publication). Title of article. *Title of Journal*, volume #(issue #, if available), page range. <https://doi.org/123a>

SAMPLE

Kossinets, G., & Watts, D.J. (2009). Origins of homophily in an evolving social network.

American Journal of Sociology, 115(2), 405–450. <https://doi.org/10.1086/599247>

Journal article from a database with no DOI

APA style rarely requires the name of a specific database or makes use of URLs generated by databases.

FOR MOST ARTICLES, if there is no DOI, end the entry after the page range as you would for a print article with no DOI.

TEMPLATE

Author, A. A. (Year of publication). Title of article. Title of Journal, volume #(issue #, if available), page range.

SAMPLE

Epstein, W. (1990). Confirmation bias among social work journals. *Science, Technology, & Human Values*, 15(1), 9-38.

When to include the database

For articles or reports in databases which publish works not available elsewhere, after the page range include:

- the name of the database in italics
- a retrieval date if the information is designed to change over time
- if it is not session specific and does not require a login, a URL to the article **OR** a URL to the database login page

NAME THESE DATABASES

Articles from|

- *CQ Researcher*
- *CREDO Reference*
- *Issues and Controversies*

Reports from |

- *Points of View Reference Center*
- *Opposing Viewpoints in Context.*

TEMPLATE

Author, A. A., & Author, B. (Year of publication). Title of article. Volume #(issue#, if available), page range. *Title of Database*. Retrieved Month Day, Year, from URL to article or database login page

SAMPLE

Greenblatt, A. (2019). Reparations for slavery. *CQ researcher*, 29, 1-59. Retrieved January 1, 2020, from <http://library.cqpress.com/>

Sexton, J., & Wagner, G. (2019). Adoption from foreign countries: An overview. *Points of View Reference Center*. Retrieved January 9, 2020, from <https://www.ebsco.com/products/researchdatabases/points-view-reference-center>

Journal article from an online periodical with no DOI

TEMPLATE

Author, A. A. (Year of publication). Title of article. *Title of Journal*, volume #(issue #, if available), page range. <http://www.articlewebpage.org/>

SAMPLE

Re, T., & Ventura, C. (2015). Transcultural perspective on consciousness: a bridge between anthropology, medicine and physics. *Cosmos and History: The Journal of Natural and Social Philosophy*, 11(2), 228-241.

<http://www.cosmosandhistory.org/index.php/journal/article/viewFile/502/841>

Print journal article without DOI

Print journal articles without DOIs look like those with a DOI but end after the page range.

SAMPLE

Taylor, M. J., Walker, T. L., Austin, C. C., Thoth, C. A., & Welch, D. Z. (2011). The influence of cultural identification, religiosity, and self-esteem on alcohol use among African American, Hispanic, and White adolescents. *The Western Journal of Black Studies*, 35(2), 139-156.

MAGAZINE ARTICLES- ONLINE/PRINT

- If a magazine is **published weekly**, include the day and month of publication.

Magazine article formatting notes

- If a magazine is **published monthly** or once every two months, include the month(s) of publication.
- If no author is given, begin with the article's title followed by the date of publication.
- For online articles, 7th edition guidelines call for a URL that links to the specific article .
- If volume, issue, or page numbers are unavailable, skip those elements.

Online magazine article

TEMPLATE

Author, A. A., & Author, B.B. (Year, Month Day). Title of article. *Title of Magazine or Newspaper*, volume #(issue #), page range, if available. doi OR URL of article

SAMPLES

Walsh, B. (2017, May 4). The world is not ready for the next pandemic. *Time*,

<https://time.com/4766624/next-global-security/>

Raichlen, D. A., & Alexander, G. E. (2020). Why your brain needs exercise. *Scientific American*, 322(1), 26–31. <https://www.scientificamerican.com/article/why-your-brain-needs-exercise/>

Print magazine article

TEMPLATE

Author, A. A. (Year, Month Day). Article title. *Title of Magazine*, volume #(issue #), page range, if available.

SAMPLES

Fallows, J. (2017, January/February) Despair and hope in the age of Trump. *The Atlantic*, 319(1), 13-15.

Levy, A. (2020, January 13). World without pain. *The New Yorker*. 33-38.

NEWSPAPER ARTICLES- ONLINE/PRINT

Newspaper articles formatting notes

- If **no author** is given, begin the entry with the article's title followed by the date of publication.
- In the 7th edition, p. and pp. are no longer used before page numbers in newspapers.
- Note that online news websites (e.g. cnn.com) are not online newspapers. They should be cited as web pages. See page 30

Online newspaper articles

TEMPLATE

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers, if available. <http://www.linktospecificarticle.com>

SAMPLE

Rueb, E. (2019, January 9). Second U.S. baby to be born from a dead donor's uterus is delivered. *The New*

York Times. <https://www.nytimes.com/2020/01/09/health/uterus-transplant-baby.html>

Print newspaper article

TEMPLATE

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers, if available.

SAMPLE

Jargon, J. (2012, October 11). Fast food aspires to move up the food chain. *The Wall Street*

Journal, B11.

BLOG POSTS

7th edition APA guidelines categorize blogs as periodicals.

TEMPLATE

Author, A. A. (Year, Month Day). Title of blog post . *Title of Blog*. Blog post's URL

SAMPLE

Cotterell, N. (2019, March 21). Values can be an antidote to suicide. *Beck Cognitive Behavior Therapy*. <https://beckinstitute.org/values-can-be-an-antidote-to-suicide/>

BOOK REVIEW FROM A JOURNAL MAGAZINE OR NEWSPAPER

- For reviews in journals, include the year of publication. For reviews in magazines or newspapers, include the week, month, or day of publication.
- If the review is **untitled**, place the bracketed information after the date.
- For **print book reviews**, end the reference entry with the page or page range of the review.

TEMPLATE

Review Author, A. A. (Publication date). Title of review. [Review of the book *Title of book*, by A.A. Author].

Title of Periodical, volume #(issue #, if available), page range. doi or URL of review

SAMPLE

Buckley, G. L. (2016, December 14). The eerie tragedy of Emmett Till's father, told by John Edgar Wideman. [Review of the book *Writing to save a life: The Louis Till file*, by J.E. Wideman]. *The New York Times*.
<https://www.nytimes.com/2016/12/14/books/review/john-edgar-wideman-emmett-tillfather-writing-to-save-a-life.html>

REPORTS

TEMPLATE

Author, A. A., or Name of government organization, or Group. (Year, Month Day). *Report title* (Report #, if available) [Description of source type, optional]. Publisher, if different than author. <http://doi.123abc> or URL

SAMPLE

National Cancer Institute. (2019, May 30). *Annual report to the nation: Overall cancer mortality continues to decline; special section on adults ages 20 to 49 shows higher cancer incidence and mortality for women than men* [Press Release]. NCI Press Office.

<https://www.cancer.gov/news-events/pressreleases/2019/annual-report-nation-2019>

BOOK FORMATTING NOTES | PRINT OR ONLINE

1. Use **sentence case capitalization for titles and subtitles**.
2. If the book has been **reprinted**, list only the most recent year.
3. Give the **publisher** in as brief a form as possible. Write out the names of corporations, associations, and university presses, but omit terms like Publishers, Co. and Inc. Retain Books and Press.
4. Publication locations are no longer included in references for books.
5. For an **edition other than the first**, add the edition name or number in parentheses after the title.
6. If your source is a **multivolume work**, place the abbreviation Vol. or Vols. and the volume number(s) in parentheses after the title of the work. For example: (Vol. 3). (12th ed., Vol. 3).

Authored book with DOI- print or online

TEMPLATE

Author, A. A. (Year of publication). *Title of work: Capital letter for subtitle also* (# ed. if edition other than first). Publisher. <http://doi.org/alphanumeric-code>

SAMPLE

Murphy, J., Franz, B., Choi, J., & Callaghan, K. (2017). *Narrative medicine and community-based health care and planning*.

<https://doi.org/10.1007/978-3-319-61857-9>

Authored book without DOI- print or online

TEMPLATE

Author, A. A. (Year of publication). *Title of work: Capital letter for subtitle also* (# ed. if edition other than first). Publisher.

SAMPLES

Nevid, J. S., Rathus, S.A., & Greene, B. (2014). *Abnormal psychology in a changing world* (9th ed.). Pearson.

Pollan, M. (2006). *The omnivore's dilemma: A natural history of four meals*. Penguin.

Authored book from an academic database

- Most texts in academic databases are cited like their print counterpart. Use the template above.

Authored ebook or audio book from a non-database

- If the content of an ebook or audiobook is the same as the print version, it is not necessary to note that the work is an ebook or audiobook.
- If the ebook or audiobook is abridged, include the form in brackets after the title. See sample below.

TEMPLATE

Author, A. A. (Year of publication). *Book title*. Publisher. URL of ebook or audiobook

SAMPLES

Gladwell, M. (2019). *Talking to strangers: What we should know about the people we don't know*. Little, Brown and Company.

<https://www.littlebrown.com/titles/malcolm-gladwell/talking-tostrangers/9781549150340/>

Authors book with editor credited on the cover

McGowan, D. (Ed.). (2011). *Parenting beyond belief: On raising ethical, caring kids without religion* (2nd ed.) [Ebook]. Amacon.

<https://www.humanist.org.tt/forum/discuss/parenting/parenting-beyond-belief-raising-kids-without-religion-mcgowan-2011.pdf>

- Credit the editor in parentheses after the book title.

SAMPLE

Wiesenthal, S. (1998). *The sunflower: On the possibilities and limits of forgiveness* (H.

Cargas, & B. Fetterman, Eds., 2nd ed.). Schocken Books.

ARTICLE OR CHAPTER IN AN EDITED COLLECTION OR ANTHOLOGY | PRINT OR ONLINE

Entries for works without DOIs or URLs end after the publisher. If the text is from a database, see rules on page 21 and 22 for when and how to include a database.

TEMPLATE

Author of chapter. (Year of publication). Chapter or article title. In E. Editor (Ed.), *Book title* (pp. article/chapter page numbers). Publisher. <http://doi.123.org> or URL to specific text

SAMPLE

Kelly, J. D. (2010). Seeing red: Mao fetishism, Pax Americana, and the moral economy of war. In J.D. Kelly, B. Jauregui, S.T. Mitchell, & J. Walton (Eds.), *Anthropology and global counterinsurgency* (pp. 67–83). University of Chicago Press.

ENTRY IN A REFERENCE WORK—DICTIONARY, ENCYCLOPEDIA, THESAURUS

- If the entry is authored by a group, name the group in place of the author. See sample.
- If an online reference entry is undated, use n.d. for no date and provide a retrieval date
- If an entry is unarchived, provide a retrieval date.

Reference work with a group of authors

TEMPLATE

Group Name. (Year of publication). Title of entry. In *Title of reference work or site*. Retrieved Month day, year for unarchived undated entries, from DOI or URL

SAMPLE

Merriam-Webster. (n.d.). Melancholic. In *Merriamwebster.com dictionary*. Retrieved January 14, 2020, from <https://www.merriam-webster.com/dictionary/melancholic>

Reference work with an individual author

TEMPLATE

Author, A. A. (Year of publication). Title of entry. In Editor name(s) (Ed.), *Title of reference work or site* (name or number of ed., Vol. number, if applicable). Publisher. Retrieved Month day, year for unarchived undated entries, from DOI or URL

SAMPLES

Saito, Y. (2019). Aesthetics of the everyday. In E.N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Winter 2019 ed.). <https://plato.stanford.edu/archives/win2019/entries/aesthetics-of-everyday/>

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica*. (Vol. 26, pp. 501-508). Encyclopedia Britannica.

AUDIOVISUAL MEDIA

TEMPLATE

Uploader, A. B. [Screen name, if relevant]. (Year, Month Day posted). *Video title* [Video].
Name of Streaming Service. URL

SAMPLE

Cooper, J.B. (2018, June 3). *The Pythagoreans: A history of western thought 2* [Video].
YouTube. <https://www.youtube.com/watch?v=Mq4DzKA2m-Q>

Lichtman, F. (2015, December 2). *Meet the earthship* [Video]. Vimeo.
<https://vimeo.com/147652356>

FILM OR VIDEO

TEMPLATE

Director, D. D. (Director). (Year). *Movie title* [Media type]. Production Company.
<https://xyz.com>, if relevant

SAMPLES

Coombs, T. (Director). (2012). *Cold war: The complete series* [DVD]. Turner Broadcasting
System; BBC.

Zemeckis, R. (Director). (2012). *Flight* [Film]. Parkes + MacDonald; Paramount Pictures;
ImageMovers Imagination Abu Dhabi FZ; The Georgia Film Office.

EPISODE FROM A TELEVISION OR WEB SERIES OR FULL SERIES

Television or web series

For the dates of a series that is still in production, list the start year and present |e.g. (2011 – present).

TEMPLATE

Producer, P. P. (Executive producer(s)). (Year(s) of series). *Title of series* [Series type].
Production Company.

Television or web episode

TEMPLATE

Writer, W. W. (Writer), & Director, D. D. (Director of episode). (Year, Month Day episode aired). Title of episode (Season #, Episode #) [Series type episode]. In E. Producer (Executive Producer(s)), *Series name*. Production Company

SAMPLE

Lorre, C. (Writer), & Cendrowski, M. (Director). (2012, October 11). The Higgs Boson observation (Season 6, Episode 3) [Television series episode]. In C. Lorre (Executive Producer), *The big bang theory*. Warner Bros. Television and Chuck Lorre Productions.

Podcast episode

TEMPLATE

Author, O. P. (Host). (Year, Month Day). Title of episode (No. # of episode if available) [Audio or Video podcast]. In *Title of podcast*. Production Company. URL if not accessed via app.

SAMPLE

Spiegel, A. (Host). (2019, October 25). Back when I was older [Audio podcast]. In *Invisibilia*. National Public Radio. <https://www.npr.org/2019/10/24/773097960/back-when-i-was-older>

WEBPAGES AND SOCIAL MEDIA

- If **no publication or revision date** is available, use **n.d.** to indicate “no date.”
- If page contents are likely to change over time and the page is not archived, include a retrieval date before the URL. See sample for group or organization author on next page.

Webpage with an author

TEMPLATE

Author, A. A. (Year, Month Day). *Webpage title*. Title of Website. URL

SAMPLES

Charon, R., DasGupta, S., Hermann, N., Irvine, C., Marcus, E. R., Colón, E. R., Spencer, D., & Spiegel, M. (n.d.). *The principles and practice of narrative medicine*. Columbia Narrative Medicine. <https://www.narrativemedicine.org/textbook/>

Chedekel, L. (2016, December 14). *SPH study: Alcohol policies contribute to suicide prevention*. BU Today.
<https://www.bu.edu/today/2016/alcohol-policies-contribute-to-suicide-prevention>

Laughlin-Tommaso, S. K. (2018, November 2). *CA 125 test: A screening test for ovarian cancer?* Mayo Clinic.
<https://www.mayoclinic.org/diseases-conditions/ovarian-cancer/expert-answers/ca-125/faq-20058528>

Webpage from a news source

Mortada, D. (2020, January 14). *How puberty, pregnancy and perimenopause impact women's mental health*. NPR.
<https://www.npr.org/2020/01/14/795329574/how-puberty-pregnancy-andperimenopause-impact-womens-mental-health>

Saito, M. (2020, January 9). *Tear gas and water cannons: Hong Kong students brave the front lines to livestream the protests*. Reuters.
<https://www.reuters.com/article/us-hongkong-protestsjournalists-insight/tear-gas-and-water-cannons-hong-kong-students-brave-the-front-lines-to-livestream-the-protests-idUSKBN1Z9001>

Webpage with organization or group as author

- List the organization or group in place of the author.
- If the organization is also the title of the website, omit the site name.

TEMPLATE

Organization or Group Author. (Year, Month Day). *Webpage title*. Title of Website (if different than organization). URL

SAMPLE

American Foundation for Suicide Prevention. (2017). *Suicide statistics*. Retrieved April 17, 2018, from <https://afsp.org/about-suicide/suicide-statistics>

Webpage with no author

- If there is no individual, group or organizational author, start the entry with the title of the web page followed by the date.

SAMPLE

Sweden's mystery illness: Resignation syndrome . (n.d.). Doctors of the World.

<https://doctorsoftheworld.org/blog/swedens-mystery-illness-resignation-syndrome/>

Tweet

TEMPLATE

Author, A.A. or Group Name [@username]. (Year, Month Day). *Content of tweet up to twenty words* [Description of audiovisuals] [Tweet]. Twitter. URL

SAMPLE

Obama, B. (@BarackObama). (2019, December 12). *My sister Maya and I are about to take the stage at @ObamaFoundation leaders: Asia-Pacific* [Image attached] [Tweet].

Twitter. <https://twitter.com/BarackObama/status/1205328819185307648>

Facebook Post

- It is permissible to shorten URLs.
- This format below can be used for other social media services.

TEMPLATE

Author, A. A. or Group Name. (Year, Month Day of post). *Title of post* [Description of audiovisuals, if relevant]. Facebook. URL

SAMPLE

Association for Applied Sport Psychology (AASP). (2020, January 13). *Get involved this poverty awareness month: Ball to All is an organization that donates soccer balls to children. PeacePlayers international* [Images attached]. Facebook. <https://bit.ly/2NtauaJ>

CLASS RESOURCES

TEMPLATE

Author, A., & Author, B. (Year, Month Day). *Title of presentation* [Type of slides]. Blackboard. URL of login page

SAMPLE

Roberts, K. F. (2017). *An introduction to working with reporters* [PowerPoint slides]. Blackboard.

https://ssologin.cuny.edu/cuny.html?resource_url=https%3A%2F%2Fbbhosted.cuny.edu%252Fwebapps%252Flogin%252Fnoportal

Blackboard discussion

TEMPLATE

Author, A. A. (Year, Month Day of post). *Title of post: Up to twenty words* [Online forum post]. Blackboard. URL to login page

SAMPLE

Smith, J. (2019, September 2). *The role of media in alcohol addiction* [Online forum post]. Blackboard.

https://mvcc.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=11

Personal Communication

Unpublished interviews or personal communication like emails do not need to be included in the reference list. They should be cited using in-text citations. See page 16.

Legal Materials

Legal material guidelines are in progress and will be printed in a separate handout in the Spring 2020 semester. Stop in the Utica Writing Lab [WH 131] for updates.

SOURCE NOTES

This guide is based on the seventh edition of the *Publication Manual of the American Psychological Association* (2019). It makes use of materials accessed through UGHE's library databases, the *APA Style Blog* and previous APA reference guides created by UGHE faculty. Please help make it better by sharing suggestions and corrections with Christine Osae @ughewritingcenter