

# APA

# Citation Style for Academic

# Writing

## 7<sup>th</sup> Edition

*Center for Writing Excellence*

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**Center for Writing Excellence (CWE)**

There is no great writing, only great rewriting. - Justice Brandeis  
Writing is 1% inspiration and 99% elimination. - Louise Brooks

# What is APA Style?

Manuscripts in the social sciences most commonly use **American Psychological Association (APA)** citation style.

APA regulates—

- In-text citations
- References
- Formatting and punctuation
- Construction of tables
- Presentation of statistics



# APA General Format

- Double-spaced throughout
- 1" Margins
- sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
- serif fonts such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)
- 1 space after all periods
- Printed on standard-sized paper (8.5" x 11")

# Types of Articles and Papers

- Quantitative articles
- Qualitative articles
- Mixed methods articles
- Replication articles
- Quantitative and qualitative meta-analyses
- Literature review articles
- Theoretical articles
- Methodological articles
  - See chapters 1 and 2 of the *Publication Manual*

# Major Paper Sections

## APA Style Includes Four Major Sections:

1. Title page
2. Abstract
3. Text (can include subsections)
4. References
5. Footnotes
6. Tables
7. Figures
8. Appendices

--Footnotes can be appear in page footers or at the end; tables and figures can be embedded in the text or at the end

# Literature Review

## 1. Title Page

- Include running head, title, author's name and institution affiliation, author note

## 2. Abstract

- Provide if appropriate and include keywords

## 3. Introduction (note that “Introduction” does not appear as a heading)

- Define and clarify problem

## 4. Main Body (Text)

- Present discussion of sources
- Organize chronologically, thematically, or methodologically

## 5. Conclusion/Implications for Future Research

- Identify relations, contradictions, gaps, and inconsistencies in the literature
- Suggest next steps in solving the problem

## 6. References

- Include all sources cited

# Experiment/General Research Study

## 1. Title page

- Author, affiliation, author's note, running head

## 2. Abstract and keywords

## 3. Introduction (no heading)

## 4. Literature Review

## 5. Method

- Include participants, sampling procedure, materials, measures, research design, etc.

## 6. Results

- Summarize collected data, data analyses, and results

## 7. Discussion

- Interpret results, discuss implications, and draw inferences related to hypotheses

## 8. Implications/Conclusions

## 9. References

## 10. Footnotes

## 11. Tables and Figures (in text or at the end)

## 12. Appendices

# Title Page: *Two Versions*

## *Professional and Student*

### Professional:

- The title of the paper (preferably no more than 12 words)
- Author name(s) and affiliation(s)
- Author note
- Page header/running head—example below for title page

### Student:

- Same as above but do not include running head
- Course number and name
- Instructor name
- Assignment due date

--Follow guidelines of institution or instructor for which title page format to use.

# Title Page Example

TITLE OF YOUR PAPER

1

Title of the paper  
Your Name  
Institution's Name

# Running Head and Page Numbers

The running head should use—

- Capital letters
- Left justification at top of page
- A maximum of 50 characters, including spaces.

Pages after the title page should have a running head that looks like this:

TITLE OF YOUR PAPER

Page numbers:

- May include author's last name
- Right justification at top of page



# Abstract

- Center the title (Abstract) at the top of page
- Provide a concise summary of the key points of your research
- Write a single paragraph, double-spaced, flushed to the left
- Limit the abstract to 150-250 words
- Use keywords, if appropriate
- Place on page 2 of paper after title page

# Abstract Example

TITLE OF YOUR PAPER

2

## Abstract

Example of abstract.....

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*Keywords:* example

# Main Body

- Center manuscript title at the top of the page
- Bold the heading
- Double-space text and begin on page 3 after abstract
- Do not use “Introduction” as a heading title

# Reference Page

- Center the title (References) at the top of page
- Bold heading “References”
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines (hanging indent)
- Order entries alphabetically by the last name of the first author of each work

# In-Text Citation

## *Two Methods*

**Signal Phrase: Author name in running text**

Knight (2012) reported that ...

**Parenthetical Citation: Author name in parentheses at end of sentence**

The study indicated ...(Knight, 2012).

# In-Text Citations

## *Work by One Author*

### Example 1: Signal Phrase

Smith (2012) found...

### Example 2: Parenthetical Citation

...school mascots boosted school spirit (Smith, 2012).

# In-Text Citations

## *Work by Two Authors*

### Signal Phrase

Smith and Jones (2012) found that...

### Parenthetical Citation

... (Smith & Jones, 2012).

# In-Text Citations

## *Work by Three or More Authors*

*Et al. always used for 3 or more authors:*

### **Signal Phrase**

Research by Smith et al. (2012)...

### **Parenthetical Citation**

... (Smith et al., 2012).



# In-Text Citations

## *Unknown Author*

*Cite the source by its title in the signal phrase or use the first word or two of the title in the parentheses.*

*Use quotation marks or italics as appropriate for the source:*

*-Quotation marks for article or book chapter*

*-Italics for book or website*

“Title of work” ... (2012).

OR

... (“First words of title,” 2012).

# In-Text Citations

## *Organization as an Author*

According to the Food and Drug Administration (FDA; 2015), ...

**OR**

... (Food and Drug Administration [FDA], 2015).

*If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.*

***In subsequent citation:***

... (FDA, 2015).

# In-Text Citations

## Two or More Works in the Same Parentheses:

*Order the works alphabetically, separated by a semi-colon*

(Smith & Jones, 2014; Williams, 2008)

## Authors with the Same Last Name:

*Use initials with last name*

(T. Adams, 2011; J. Adams, 2003)

## Two or More Works by an Author in the Same Year:

*Use lower-case letters (a, b, c) with the year*

(Cook, 2012a)

(Cook, 2012b)

# In-Text Citations

## *Quoting Sources*

- Use direct quotes sparingly and only when critical for meaning
- Instead summarize argument or evidence
- Include page number in the in-text citation

### Examples:

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

**OR**

According to the researcher, “Students often had difficulty using APA style, especially when it was their first time” (Jones, 1998, p. 199).

# Principles of References List Entries

- Author (who is responsible for this work)
- Date (when was this work published)
- Title (what is this work called)
- Source (where can this work be retrieved)

# References

## *Crediting Authors*

### Single Author:

*Last name first, followed by author initials*

Berndt, T. J. (2002). Friendship quality and social development.  
*Current Directions in Psychological Science*, 11(1), 7-10.

### Two Authors:

*List by last names and initials; use the ampersand instead of “and”*

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis.  
*Journal of Personality and Social Psychology*, 66(6), 1034-1048.

# References

## *Crediting Authors*

### Three to Twenty Authors:

*List by last names and initials; separate with commas; last author name preceded by ampersand; up to 20 authors may be listed.*

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

# References

## *Crediting Authors*

### More Than Twenty Authors:

*After the twentieth author's name, use an ellipsis in place of the author names; provide the final author name*

Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyaziyyat, E., Wang, C., Zhang, I., Li, P., Yang, R., Kumar, B., Xu, A., Martinez, R., McIntosh, V., Ibáñez, L. M., Mäkinen, G., Virtanen, E., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. *Journal of Improbable Mathematics*, 27(1), 1935–1968  
<https://doi.org/10.000/3mp7y-537>



# References

## *Crediting Authors*

### **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)*

Berndt, T. J. (1981).

Berndt, T. J. (1999).

*When an author appears both as a sole author and in another citation as the first author of a group, list sole author entries first*

Berndt, T. J. (1999).

Berndt, T. J., & Keefe, K. (1995).

(Paiz et al., 2012)

# References

## *Crediting Authors*

### **Two or More Works by the Same Author:**

*For references that have the same first author and different second and/or third authors, arrange alphabetically by last name of second author*

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6(3), 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24(1), 25-43.

# References

## *Crediting Authors*

### **Two or More Works by the Same Author in the Same Year:**

*Organize sources alphabetically by the title of the article or chapter; assign lower-case letter suffixes to the year*

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17(4), 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52(2), 636-643.

# References

## *Books*

### Basic Form:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Publisher.

### Example:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* American Psychological Association.

*Publisher name should be what is shown on the work, even if references show different variations of publisher names.*

# References

## *Articles in Periodicals*

### Basic Form:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

### Example:

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

# References

## *Journal Articles in Electronic Sources*

### General principles:

- Include the DOI in the reference if one is assigned
- If there is no DOI, include the URL (but not for a database)
- Do not include the name of the database or the phrase “retrieved from”
- Do not include retrieval dates unless the source material is likely to change over time such as Wikipedia or the UpToDate database. In this case only, use the phrase “retrieved date, from https://xxxx”

# References

## *DOI Style*

- <https://doi.org/10.xxxx/xxxxxxx>

# References

## *Journal Articles Online (DOI Display)*

### Basic Form:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/10.xxxx/xxxxxxx>

### Example:

Morey, C. C., Cong, Y., Zheng, Y., Price, M., & Morey, R. D. (2015). The color-sharing bonus: Roles of perceptual organization and attentive processes in visual working memory. *Archives of Scientific Psychology*, 3(1), 18-29. <https://doi.org/10.1037/arc0000014>

(American Psychological Association, 2010)



# References

## *Journal Articles Online With No DOI*

### Basic Form:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article.  
*Title of Periodical, volume number(issue), pages.*  
<http://xxxxx>

*Include URL only if the article is available online (not including databases)*

# References

## *Journal Articles Advance Online Publication*

von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. <https://doi.org/10.1057/palgrave.kmrp.8500141>

### **Conference session or presentation:**

Presenter, A. A., & Presenter, B. B (2020, September 18-20). *Title of contribution* [Type of contribution]. Conference Name, Location. <https://doi.org/xxxx>

# References

## *Dissertations/Theses Online*

**Doctoral dissertation or master's thesis retrieved from a database service:**

Author, A. A. (year). *Title of dissertation* [Doctoral dissertation, Name of Institution Awarding the Degree]. Database Name or Archive Name. <https://xxxxx>

Author, A. A. (year). *Title of thesis* [Master's thesis, Name of Institution Awarding the Degree]. Database Name or Archive Name. <https://xxxxx>

**Unpublished dissertation or master's thesis:**

Author, A. A. (year). *Title of dissertation or thesis* [Unpublished doctoral dissertation or Unpublished master's thesis]. Name of Institution Awarding the Degree.

# References

## *Electronic Sources: Periodicals*

### **Magazine Article:**

Clay, R. A. (2008, June). Science vs. ideology: Psychologists fight back against the misuse of research. *Monitor on Psychology*, 39(6), 41. <https://www.apa.org/monitor/2008/06/ideology>

### **Newspaper Article:**

Brody, J. E. (2007, November 11). Mental reserves keep brains agile. *The New York Times*. <https://www.nytimes.com/2007/12/11/health/11iht-11brod.8685746.html>

*For magazines and newspapers, include the month or day of publication.*

# References

## *Electronic Sources: Websites*

### **Citing an Entire Website, Feed, and Page:**

*If not citing a particular document on a website:*

- It is sufficient to give the address of the site in the text
- No reference list entry is needed

### **Examples:**

KidsPsych is a wonderful interactive website for children (<http://www.kidspsych.org>).

President Obama often used Facebook (<http://www.facebook.com/barackobama>) and Twitter (<http://www.twitter.com/barackobama>) to keep citizens up to speed on his initiatives.

# References

## *Electronic Sources: Press Releases*

The White House, Office of the Press Secretary. (2010).

*Administration officials continue travel across the country holding “Recovery Summer” events, project site visits*  
[Press release].

<http://www.whitehouse.gov/thepressoffice/administration-officials-continue-travelacross-country-holdingrecovery-summer-eve>

American Psychological Association. (2010). *Today’s*

*superheroes send wrong image to boys, say researchers*  
[Press release].

<https://www.apa.org/news/press/releases/2010/08/macho-stereotype-unhealthy>

# References

## *Electronic Sources Continued*

### **Unpublished Manuscript:**

Author, A. A. (year). *Title of manuscript* [Unpublished manuscript].  
Department Name, University Name. <https://xxxx>

### **PowerPoint slides or lecture notes:**

Canan, E., & Vasilev, J. (2019, May 22). [Lecture notes on resource allocation]. Department of Management Control and Information Systems, University of Chile.  
<https://uchilefau.academia.edu/ElseZCanan>

Housand, B. (2016). *Game on! Integrating games and simulations in the classroom* [PowerPoint slides]. SlideShare.  
<https://www.slideshare.net/brianhousand/game-on-iagc-2016/>

# References

## *Electronic Sources: Film or Video*

### **Film:**

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

### **YouTube or other streaming video:**

Cutts, S. (2017, November 24). *Happiness* [Video]. Vimeo.  
<https://vimeo.com/244405542>

### **TED Talk:**

TED. (2012, March 16). *Brené Brown: Listening to shame* [Video].  
YouTube. <https://www.youtube.com/watch?v=psN1DORYYV0>



# References

## *Electronic Sources: TV*

### **Entire Television Series:**

Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Executive Producers). (2002-2008). *The wire* [TV series]. Blown Deadline Productions; HBO.

### **Episode or Webisode:**

Barris, K. (Writer & Director). (2017, January 11). Lemons (Season 3, Episode 12) [TV series episode]. In K. Barris, J. Groff, A. Anderson, E. B. Dobbins, L. Fisburne, & H. Sugland (Executive Producers), *Black-ish*. Wilmore Films; Artists First; Cinema Gypsy Productions; ABC Studios.

# References

## *Electronic Sources: Podcasts*

### **Podcast:**

Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR. <https://www.npr.org/series/423302056/hidden-brain>

### **Podcast episode:**

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In *This American life*. WBEZ Chicago. <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

# References

## *Electronic Sources: Timestamps for Audiovisual Materials*

*A timestamp is like a page number, showing the point at which the quotation begins.*

### **In-Text Citation:**

One patient who experienced the effectiveness of cognitive behavioral therapy stated that it was so remarkable for her that “I began to think impossible things, like I could even invite people home” (OCD-UK, 2009, 4:50).

### **Reference:**

OCD-UK. (2011, February 26). *A guide to Cognitive Behavioural Therapy (CBT)* [Video]. YouTube.

<https://www.youtube.com/watch?v=ds3wHkwiuCo>

# References

## *Electronic Sources: Art*

### Work of Art:

Artist, A. A. (copyright year). *Title of work* [Painting, Drawing, Sculpture, Photograph, etc.]. <https://xxxx>

# References

## *Electronic Sources: Art Examples*

Wyeth, A. (1948). *Christina's world* [Painting].

[https://www.moma.org/collection/works/78455?classifications=any&date\\_begin=Pre-1850&date\\_end=2020&locale=en&page=1&q=Christina%27s+World&with\\_images=1](https://www.moma.org/collection/works/78455?classifications=any&date_begin=Pre-1850&date_end=2020&locale=en&page=1&q=Christina%27s+World&with_images=1)

Westinghouse Electronic Corporation. (2009). Lightning model [Photograph].

<https://www.nationalgeographic.com/photography/photo-of-the-day/2009/12/lightning-model-pod-best09/>

# References

## *Electronic Sources: Music*

### **Full Album:**

Bach, J.S. (2010). *The Brandenburg concertos: Concertos BWV 1043 & 1060* [Album recorded by Academy of St. Martin in the Fields]. Decca. (Original work published 1721)

Bowie, D. (2016). *Blackstar* [Album]. Columbia.

### **Single Track:**

Beyoncé. (2016). Formation [Song]. On *Lemonade*. Parkwood; Columbia.

# References

## *Instagram*

### **Instagram Account:**

Author, A. A. [@username]. (n.d.). *Instagram posts* [Instagram account]. Instagram. Retrieved month date, year, from <https://xxxx>

### **Instagram photo or video:**

Zeitz MOCAA [@zeitzmocaa]. (2018, November 26). *Grade 6 learners from Parkfields Primary School in Hanover Park visited the museum for a tour and workshop hosted by* [Photographs]. Instagram.  
<https://www.instagram.com/p/BqpHpjFBs3b/>

**Parenthetical Citation:** (Zeitz MOCAA, 2018).

# References

## *Twitter Profile*

### **Twitter profile:**

APA Style [@APA\_Style]. (n.d.). *Tweets* [Twitter profile].  
Twitter. Retrieved November 1, 2019, from  
[https://twitter.com/APA\\_Style](https://twitter.com/APA_Style)

Parenthetical Citation: (APA Style, n.d.)



# References

## *Tweet*

### **Tweet:**

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs-and they're making a difference @washingtonpost* [Thumbnail with link attached] [Tweet]. Twitter.  
<https://twitters.com/apaeducation/status/1012810490530140161>

**Parenthetical Citation:** (APA Education, 2018)

# References

## *Facebook Page*

### **Facebook Page or Note:**

Smithsonian's National Zoo and Conservation Biology Institute.  
(n.d.). *Home* [Facebook page]. Facebook. Retrieved July 22, 2019, from <https://www.facebook.com/nationalzoo>

**Parenthetical Citation:** (Smithsonian's National Zoo and Conservation Biology Institute, n.d.)

# References

## *Facebook Post*

### Facebook Post:

News From Science. (2018, June 26). *These frogs walk instead of hop*: <https://scim.ag/2KlriwH> [Video]. Facebook.  
<https://www.facebook.com/ScienceNOW/videos/10155508587605108/>

**Parenthetical Citation:** (News From Science, 2018).

# References

## *Blogs*

### **Blog Post:**

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *Sci-Ed*. <https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/>

**Parenthetical Citation:** (Klymkowsky, 2018).

### **Comment on an online periodical article or post:**

KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know of many [Comment on the article “How workout buddies can help stave off loneliness”]. *The Washington Post*.  
<https://wapo.st/2HDTToGJ>

**Parenthetical Citation:** (KS in NJ, 2019).

# Special Situations

## *Citing Personal Communications*

**A personal communication is cited in the body of the paper but not included in the reference list.**

The journal has reported a large increase in submissions (M. Knight, personal communication, October 3, 2018)

# APA Headings

Level	Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph.

*Note. In title case, most words are capitalized.*

# **APA Style**

## *Basic Characteristics*

### **Clear**

Be specific in descriptions and explanations

### **Concise**

Condense information when you can

### **Plain**

Use simple, descriptive adjectives and minimize the figurative language

# APA Style

## *Point of View*

Active Voice vs. Passive Voice

APA Style encourages using **active voice**

### **Active Voice:**

The subject of the sentence performs the action expressed in the verb.

Example: Researchers conducted an experiment to test the hypothesis.

### **Passive Voice:**

The subject is acted upon.

Example: An experiment was conducted by researchers to test the hypothesis.

*But, there are times when passive voice is preferred in some disciplines or for particular purposes. Look at relevant journals and studies to see what style is being used.*



# APA Style

## *Verb Tense*

### **Past Tense or Present Perfect Tense:**

- Literature review
- Description of procedure or method
- Reporting of results

### **Present Tense:**

- Implications of results
- Presentation of conclusions

# APA Style

## *Avoiding Bias*

- Respect people's preferences.
- Call people by the pronouns or other designations they prefer if known.
- Make an effort to determine what is appropriate for your situation; you may need to ask your participants what they prefer.
- Singular “they/their” has become increasingly accepted in many publication venues.

# APA Style

## *Person-First Language*

- Person with disability (not disabled person)
- Children with autism (not autistic children)
- Individuals with mental illness (not mentally ill people)
- Hard of hearing or deaf (not hearing impaired)

# APA Resources

## American Psychological Association

<http://www.apa.org>

## APA Style Blog

<https://apastyle.apa.org/blog>

## CWE Digital Dashboard

<https://www.montclair.edu/center-for-writing-excellence/cwe-digital-dashboard/resources-for-writers/citing-sources/#APA>

## Online-Writing Lab (OWL) at Purdue University

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## Publication Manual of the American Psychological Association

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.



# Q&A and Discussion

- *There is no great writing, only great rewriting.*  
--Justice Brandeis
- *Writing is 1 percent inspiration, and 99 percent elimination.*  
--Louise Brooks