APA Formatting

STYLISTICS
LAYOUT
RESEARCH
IN-TEXT CITATIONS
HELPFUL HINTS
Why do you have to use APA?

- Because learning to write means mastering an accepted and uniform writing style.
- Helps the reader locate the materials used.
- Gives credit to the authors and provides a standard format of each citation.
- Allow readers to focus more on your ideas by not distracting them with unfamiliar formatting.
- Establish your credibility or ethos in the field by demonstrating an awareness of your audience and their needs as fellow researchers.
APA 7th Edition Updates

This presentation contains new formatting guidelines.

Look for this icon.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The running head for the title page is different than the running head for subsequent pages</td>
<td>The running head rules are “simplified,” and running heads are not required for student papers</td>
</tr>
<tr>
<td>A pronoun should reflect the same number as the noun it replaces</td>
<td>Use of singular “they” is endorsed</td>
</tr>
<tr>
<td>Two spaces after a period that ends a sentence is acceptable</td>
<td>Use one space after a period, unless otherwise directed</td>
</tr>
<tr>
<td>There are unregulated areas in capitalization for some proper nouns, science, and medical terms</td>
<td>There is increased guidance in this area</td>
</tr>
<tr>
<td>The first in-text citation mentions up to five authors</td>
<td>The first in-text citation of a work by more than two authors may list only the first author, followed by “et al.”</td>
</tr>
<tr>
<td>The reference section lists seven authors of a single work</td>
<td>The reference section lists up to 20 authors for a single work</td>
</tr>
<tr>
<td>Book references disclosed publisher location</td>
<td>Book references omit publisher location</td>
</tr>
<tr>
<td>Font specifications: Times New Roman, 12-point is preferred</td>
<td>More flexible font specifications</td>
</tr>
</tbody>
</table>
Plagiarism

- Researchers do not claim the words and ideas of another as their own; they give credit where credit is due.
- Quotation marks should be used to indicate the exact words of another.
- Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text.
Stylistics

- **Point of View and Voice**
  - When writing in APA Style, you can use the first-person point of view when discussing your research steps ("I studied ...")
  - APA Style encourages using the active voice as it creates direct, clear, and concise sentences. For example, use the active voice to describe the actions of participants and others involved in your study, as in “the patients took the medication orally,” not “the medication was taken orally by the patients.”

In the active voice, the subject of a sentence is presented first, followed by the verb and then the object of the verb.
Stylistics

- **Clarity and Conciseness**
  - Clarity and conciseness in writing are important when conveying research in APA Style. You don't want to misrepresent the details of a study or confuse your readers with wordiness or unnecessarily complex sentences.
  - For clarity, be specific rather than vague in descriptions and explanations. Unpack details accurately to provide adequate information to your readers so they can follow the development of your study.

- **Economy of Expression**

> Say only what needs to be said in your writing: The author who is more concise—writes a more readable paper.
Word Choice

• Use terms like "participants" or "respondents" (rather than "subjects") to indicate how individuals were involved in your research

• Use terms like "children" or "community members" to provide more detail about who was participating in the study

• Use phrases like "The evidence suggests ..." or "Our study indicates ..." rather than referring to "proof" or "proves" because no single study can prove a theory or hypothesis
Reducing Bias in Language

Describe at the appropriate level of specificity.

For example, if your paper mentions at-risk children, be specific about the risks:

- Not specific: *at-risk children*
- Specific: *children at risk for early school dropout*

If your paper discusses age groups, use a specific age range:

- Not specific: *over 18 years of age*
- Specific: *18- to 35-year-olds*

Part of writing without bias is recognizing that differences should be mentioned only when relevant. Marital status, sexual orientation, racial and ethnic identity, or the fact that a person has a disability should not be mentioned gratuitously.
APA 6 and 7 Comparison Changes

Avoiding Bias
Singular usage of “they”

APA 6 (location and old guideline)

3.12: No mention of singular human pronouns other than traditional, binary "he" and "she" and their related forms.

APA 7 (location and new guideline)

4.18: Use singular "they" and related forms (them, their, etc.) when (a) referring to a person who uses "they" as their preferred pronoun (b) when gender is unknown or irrelevant.
# APA 6 and 7 Comparison Changes

<table>
<thead>
<tr>
<th>Avoiding Bias</th>
<th>Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA 6 (location and old guideline)</strong></td>
<td><strong>APA 7 (location and new guideline)</strong></td>
</tr>
<tr>
<td>3.15: Use person-first language.</td>
<td>5.4: Both person-first and identity-first language &quot;are fine choices overall&quot; (p. 137). Okay to use either one until you know group preference.</td>
</tr>
</tbody>
</table>
### APA 6 and 7 Comparison Changes

**Avoiding Bias**  
**Gender and noun/pronoun usage**

<table>
<thead>
<tr>
<th>APA 6 (location and old guideline)</th>
<th>APA 7 (location and new guideline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a: No guidance.</td>
<td>5.5: Use individuals' preferred names and pronouns even if they differ from official documents, keeping in mind concerns about confidentiality.</td>
</tr>
</tbody>
</table>

NEW
APA 6 and 7 Comparison Changes

Avoiding Bias
Race and ethnicity—Latin@

n/a: No guidance.

Avoiding Bias
Race and ethnicity—Latinx

n/a: No guidance.

5.7: "Latinx" can be used to include all gender identities.

5.7: "Latin@" for Latino and Latina can be used to avoid "Latino," which is gendered.
Layout
## What will you include?

- Title page with page numbers
- Lines that are double spaced
- 1 inch margins on all sides
- Times New Roman 12-point font
- Headings (per instructor guidelines)
- Citations
- Reference page
General paper formatting 6th Ed

6th Edition Title Page

6th Edition Text

GUIDED IMAGERY AND MUSCLE RELAXATION

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

M. Greenbaum
Department of Psychology, The George Washington University
PSYC 310: Clinical Psychology
Dr. T. M. Brandt
October 1, 2019

Guided imagery and progressive muscle relaxation are both cognitive-behavioral techniques (Yalom & Lebow, 2005), in which individuals focus on the relationship among thoughts, emotions, and behavior (Shor, 2008).

Group psychotherapy has been shown to be effective in promoting positive treatment outcomes in patients with a wide range of psychological disorders (Brotman, 1998; Yalom & Lebow, 2005). That is, the group format helps participants feel accepted and better understand their common struggles; at the same time, interactions with group members provide social support and models of positive behavior (Yalom & Lebow, 2003). Thus, it is useful to examine how stress reduction and relaxation can be enhanced in a group context.
Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

A majority of Americans experience stress in their daily lives (American Psychological Association, 2017). Thus, an important goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Leibner, 2003). Guided imagery aids individuals in connecting their internal and external experiences, allowing them, for example, to feel safer externally because they practice thinking about calming imagery. Progressive muscle relaxation involves diaphragmatic breathing and the tensing and releasing of 15 major muscle groups. Together these behaviors lead individuals to a more relaxed state (Jacobson, 2008; Tuchmanberg, 2008). Guided imagery and progressive muscle relaxation are both cognitive-behavioral techniques (Yalom & Leitz, 2005) in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000).

Group psychotherapy effectively promotes positive treatment outcomes in patients in a cost-effective way. Its efficacy is in part attributable to variables unique to the group experience of therapy as compared with individual psychotherapy (Bottomley, 1996; Yalom & Leitz, 2005). That is, the group format helps participants feel accepted and better understand their common struggle; at the same time, interactions with group members provide social support and models of positive behavior (Yalom & Leitz, 2005). Thus, it is useful to examine how stress reduction and relaxation can be enhanced in a group context.
APA 6 and 7 Comparison Changes

<table>
<thead>
<tr>
<th>Paper-Specific Formatting</th>
<th>Paper-Specific Formatting</th>
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</thead>
<tbody>
<tr>
<td>Title Formatting</td>
<td>Title Formatting</td>
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</table>

<table>
<thead>
<tr>
<th>APA 6 (location and old guideline)</th>
<th>APA 7 (location and new guideline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1: Title in regular type (not bold).</td>
<td>2.4: Title in bold type.</td>
</tr>
</tbody>
</table>
Spacing, Margins and Headers

1 Inch margins

Double Spaced

Change the default line spacing setting from “after 10 point” to “0 point” Line spacing to Double.
• Click on Page number and select the option for Top Page, Flush Right
Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Hannah K. Greenbaum
Department of Psychology, The George Washington University
PSYC 3170: Clinical Psychology
Dr. Tia M. Benedetto
October 1, 2019

A majority of Americans experience stress in their daily lives. Thus, an important goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation.
All topics of equal importance have the same level of heading throughout the manuscript.

Level 2 are subsections of Level 1, and so on.
APA 6 and 7 Comparison Changes

**Paper-Specific Formatting**
Heading levels 3, 4, and 5 formatting

<table>
<thead>
<tr>
<th>APA 6 (location and old guideline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.03: Levels 3, 4, and 5 are all indented and sentence case.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APA 7 (location and new guideline)</th>
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</thead>
<tbody>
<tr>
<td>2.27-2.28: Levels 3, 4, and 5 are all title case. Level 3 is now flush left, while 4 and 5 remain indented.</td>
</tr>
</tbody>
</table>
General Formatting/Mechanics
Italics vs. quotation marks

APA 6 (location and old guideline)
4.07: Use italics to highlight a letter, word, phrase, or sentence as a linguistic example (e.g., they clarified the distinction between farther and further).

APA 7 (location and new guideline)
6.07: Use quotation marks to refer to a letter, word, phrase, or sentence as a linguistic example of itself (e.g., they clarified the difference between "farther" and "further").
APA 6 and 7 Comparison Changes

**General Formatting/Mechanics**

**Numbers**

APA 6 (location and old guideline)

4.31: Numbers in the abstract of a paper should be expressed as numerals.

APA 7 (location and new guideline)

6.32: Use numerals for numbers 10+ for all sections of the paper including the abstract (numbers in abstracts now follow general APA number rules).
APA 6 and 7 Comparison Changes

**General Formatting/Mechanics**
Spacing after punctuation marks

**APA 6 (location and old guideline)**

4.01: Recommendation to space twice after punctuation marks at the end of sentences to aid readers of draft manuscripts.

**APA 7 (location and new guideline)**

6.1: Insert only one space after periods or other punctuation marks that end a sentence.
APA 6 and 7 Comparison Changes

**General Formatting/Mechanics**  
Preferred spellings of technology terms

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**APA 6 (location and old guideline)**

Based on how words were written in 6th edition manual, not explicit examples of spelling, preferred spellings were as follows: "e-mail," "Internet," and "web page." 4.12 indicates spelling should conform to standard American English as in *Merriam-Webster's Collegiate Dictionary.*

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**APA 7 (location and new guideline)**

6.11: Commonly used technology terms are listed and should be spelled as follows: "email," "internet," and "webpage."
APA 6 and 7 Comparison Changes

**Paper-Specific Formatting**
**Paper title length**

**APA 6 (location and old guideline)**

2.01: Recommended title length is no more than 12 words.

**APA 7 (location and new guideline)**

2.4: No prescribed limit for title length (though recommendation for conciseness).
HOT TIP

Writing From an Outline

• Ensures that the flow of your paper reflects the logic of your research or ideas.
• Helps to:
  • Identify main ideas
  • Define subordinate ideas
  • Focus your writing
  • Avoid tangential excursions
  • Find omissions
• Helps to designate headings and subheadings you will use in your paper
Things to Know

PARENTHESES
ABBREVIATIONS
QUOTATIONS
IN-TEXT CITATIONS
CITATION FORMATTING
Parentheses

- Use parentheses to set off structurally independent elements

Examples:
- The patterns were significant (see Figure 5).
- (When a complete sentence is enclosed in parentheses, place punctuation in the sentence inside the parentheses, like this.)
- If only part of a sentence is enclosed in parentheses (like this), place punctuation outside the parentheses (like this).
Abbreviations

- When abbreviating a term, use the full term the first time you use it, followed immediately by the abbreviation in parentheses.

  According to the American Psychological Association (APA), abbreviations are best used only when they allow for clear communication with the audience.

- Exceptions: Standard abbreviations like units of measurement and states do not need to be written out. APA also allows abbreviations that appear as words in Merriam-Webster’s Collegiate Dictionary to be used without explanation (IQ, REM, AIDS, HIV).
Abbreviations

Do not use periods or spaces in abbreviations of all capital letters, unless it is a proper name or refers to participants using identity-concealing labels:

MA, CD, HTML, APA

P. D. James, J. R. R. Tolkien, E. B. White or F.I.M., S.W.F.
## APA Citation Abbreviations

<table>
<thead>
<tr>
<th>Book Part</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>revised edition</td>
<td>Rev. ed.</td>
</tr>
<tr>
<td>Second Edition</td>
<td>2nd ed.</td>
</tr>
<tr>
<td>Editor(s)</td>
<td>Ed. or Eds.</td>
</tr>
<tr>
<td>Translator(s)</td>
<td>Trans.</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>Page(s)</td>
<td>p. or pp.</td>
</tr>
<tr>
<td>Volume(s)</td>
<td>Vol. or Vols.</td>
</tr>
<tr>
<td>Number</td>
<td>No.</td>
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<tr>
<td>Part</td>
<td>Pt.</td>
</tr>
<tr>
<td>Supplement</td>
<td>Suppl.</td>
</tr>
</tbody>
</table>
## Job Titles and Positions

- **Capitalize a job title or position when the title precedes a name:**
  - Registered Nurse Paul T. Lo
  - Nurse Lo
  - Executive Director of Marketing Carolina Espinoza led the meeting.

- **Do not capitalize a job title or position when the title follows the name or refers to a position in general:**
  - nurse, registered nurse, advanced practice nurse, nurse practitioner
  - Carolina Espinoza, executive director of marketing, led the meeting.
Diseases, Disorders, Therapies, and Related Terms

- Do not capitalize the following:
  - autism spectrum disorder
  - major depression
  - diabetes
  - leukemia
  - cognitive behavior therapy
  - applied behavior analysis
  - immunotherapy

- Capitalize personal names that appear within the names of diseases, disorders, therapies, treatments, theories, concepts, hypotheses, principles, models, and statistical procedures.
  - Alzheimer’s disease
  - non-Hodgkin’s lymphoma
  - Down syndrome
  - Freudian theory
Cite the work of those individuals whose ideas, theories, or research have directly influenced your work.

Cite primary sources when possible and secondary sources sparingly.

Both paraphrases and direct quotations require citations.

For most papers, cite one or two of the most representative sources for each key point.
Short Quotations

If the author is part of the narrative:

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author’s last name followed by the date of publication in parentheses.

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

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

Standard in-text citation:

If the author is not named in a signal phrase, place the author’s last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
APA 6 and 7 Comparison Changes

Citations
In-text citation format for three or more authors

**APA 6 (location and old guideline)**

Table 6.1: In in-text citations of sources with three to five authors, list all authors the first time, then use et al. after that; for sources with six or more authors, use et al. for all citations.

Citations
In-text citation format for three or more authors

**APA 7 (location and new guideline)**

8.17 (Table 8.1): In in-text citations, use et al. for all citations for sources with three or more authors.
## In-Text Citations

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Author</strong></td>
<td><strong>1 Author</strong></td>
</tr>
<tr>
<td>(Printz, 2012)</td>
<td>(Printz, 2012)</td>
</tr>
<tr>
<td><strong>2 Authors</strong></td>
<td><strong>2 Authors</strong></td>
</tr>
<tr>
<td>(Hunter &amp; Simmons, 2015)</td>
<td>(Hunter &amp; Simmons, 2015)</td>
</tr>
<tr>
<td><strong>3-5 Authors</strong></td>
<td><strong>3 or More Authors</strong></td>
</tr>
<tr>
<td>First time citing, include all authors: (Poole-Wilson, Walsh, O'Rourke, &amp; Fuster, 2013)</td>
<td>(Poole-Wilson et al., 2013)</td>
</tr>
<tr>
<td>Subsequent citing, use et al.: (Poole-Wilson et al., 2013)</td>
<td></td>
</tr>
<tr>
<td><strong>6 or More Authors</strong></td>
<td><strong>NEW</strong></td>
</tr>
<tr>
<td>(Cooney et al., 2013)</td>
<td></td>
</tr>
</tbody>
</table>
Secondary Resources

A primary source presents information gathered firsthand, such as the results of an experiment or data from a survey. Secondary sources present information secondhand—an example would be a textbook summary of a topic or a Wikipedia article. APA recommends citing primary sources whenever possible, because this allows you to verify the accuracy and completeness of the information yourself rather than rely on someone else to do this for you.

- When citing a secondary source, provide a reference list entry for the secondary source that you used.
- In the text, identify the primary source and then write “as cited in” the secondary source that you used.
- For example, if you read a work by Lyon et al. (2014) in which Rabbit (1982) was cited, and you were unable to read Rabbitt’s work for your self, cite Rabbitt’s work as the original source, followed by Lyon et al.’s work as the secondary source.
- Only Lyon et al.’s work appears in the reference list.
- (Rabbit, 1982, as cited in Lyon et al., 2014)
If the information for the in-text citation is included in the body of the text and there are multiple authors, the word *and* is spelled out, Jones, Smith, and Black (2010)....

If the information for the in-text citation is all included in a parenthetical phrase an ampersand is used to separate the next to last and last authors, e.g. (Jones, Smith, & Black, 2010).
Long Quotations

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones’s (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
Part of the purpose of a reference is to lead your reader back to the sources you used. For a book or journal article, this path is pretty straightforward, but for some sources we need to dig deeper. Ask yourself, “How would someone else get here?”

In some cases—like a private conversation—the answer is, “They can’t.” No one else is privy to that conversation with your grandmother. The wisdom she passed on to you is not recoverable by other researchers, so it does not go in the reference list.

This kind of source (private letters and e-mail, personal conversations, phone calls, etc.) is called a personal communication (p. 179). Cite it in text only, give initials as well as the surname of the person involved, and give as precise a date as possible:

My grandmother’s advice was, “Never pass up a chance to eat, sit down, or use a clean restroom” (S. Dean, personal communication, May 14, 1980).

The same approach would apply to notes you took during a lecture, or class handouts that are not posted elsewhere (e.g., the instructor’s website), or a spontaneous piece of street theater.

Cite in text only, give initials as well as the surname of the person involved, and give as precise a date as possible.
Qualitative Data: Part of the research on which you are reporting that does not constitute the work of others. Example: Participants you interview in your own research.

They should never be individually cited or treated as personal communications in APA Style, because this could compromise confidentiality.

How then should you handle the need to quote from participant interviews? Some authors quote participants without distinguishing them at all, like this: “Indeed, a comment by one of our participants illustrates some of these complex issues: [quote follows without other attribution].”

Others identify participants by demographic or other data: “At my age I think we know who we are and what we are. (Female participant, 69 years of age).”

You can also identify participants with letters (Participant A, Participant B), nicknames (Sonny, Tracey), or by role (Doctor, Patient).
### How to Write an APA Style Reference When Information Is Missing

<table>
<thead>
<tr>
<th>What's missing?</th>
<th>Solution</th>
<th>In-text citation</th>
<th>Reference template</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Nothing—all pieces are</td>
<td>List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source</td>
<td></td>
<td>Author, A. A.</td>
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<td>present</td>
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<td></td>
<td>(date).</td>
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<td>Title of document [Format].</td>
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<tr>
<td>Author is missing</td>
<td>Substitute title for author; then provide date and source</td>
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<td>Title of document [Format].</td>
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<tr>
<td>Date is missing</td>
<td>Provide author, substitute n.d. for no date, and then give title and source</td>
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<td>Author, A. A.</td>
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<td>Title of document [Format].</td>
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<tr>
<td>Title is missing</td>
<td>Provide author and date, describe document inside square brackets, and then give source</td>
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<td>Author, A. A.</td>
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<td>[Description of document].</td>
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<td>Author and date are</td>
<td>Substitute title for author and n.d. for no date; then give source</td>
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<td>Title of document [Format].</td>
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<td>Substitute description of document inside square brackets for author; then give source</td>
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<td>(date).</td>
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<tr>
<td>Date and title are</td>
<td>Provide author, substitute n.d. for no date, describe document inside square brackets, and then give source</td>
<td></td>
<td>Author, A. A.</td>
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<td>both missing</td>
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<td>[Description of document].</td>
</tr>
<tr>
<td>Author, date, and</td>
<td>Substitute description of document inside square brackets for author, substitute n.d. for no date, and then give source</td>
<td></td>
<td>[Description of document].</td>
</tr>
<tr>
<td>title are all missing</td>
<td></td>
<td></td>
<td>(n.d.).</td>
</tr>
<tr>
<td>Source is missing</td>
<td>Cite as personal communication (see §6.20) or find a substitute</td>
<td></td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Note.** Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (Title of Document, date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).
Conducting Research

CINAHL HEADINGS
SAVING CITATIONS
EBSCO
ZOTERO
Why use a subject heading when keyword searching works just fine?

A subject heading search helps when the keyword selected has many meanings.

\textit{e.g.} \textit{I need information on AIDS, the disease.}

Because a computer simply reads a string of letters, and not the meaning of the actual word, the search will often pick up results that are not relevant to the topic.

For example, if a search is run using the word \textit{aids}, the computer will pick up \textit{handicapped aids, visual aids, diabetes aids}, etc.—but you meant AIDS, the disease.

However, if a researcher looks up the word \textit{aids} in MeSH, it will direct them to a number of choices with the word \textit{aids} in them, one of them being the MeSH heading, \textit{acquired immunodeficiency syndrome}.

Narrow your search with CINAHL Headings.

4 minute video

Results For: policy

Check box to view subheadings.

<table>
<thead>
<tr>
<th>Check</th>
<th>Scope</th>
<th>Explode (+)</th>
<th>Major Concept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and Procedure Manuals</td>
<td></td>
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<tr>
<td>Hospital Policies</td>
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<td>Nutrition Policy</td>
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<td>Policy Studies</td>
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<td>Organizational Policies</td>
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<tr>
<td>Public Policy</td>
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<tr>
<td>Health Policy Studies</td>
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</tbody>
</table>
CINAHL headings open (tree view)
By selecting the various checkboxes you can build and restrict/expand your search.
A **scope note** might delineate the meaning itself. It might tell you the range of topics covered by the term; it might be instructions for use.
QUICK TIP

When you need an article written by a R.N. click on Advanced Search
Special Limiters

Scroll halfway down to the Special Limiters section and select either limiter.

<table>
<thead>
<tr>
<th>Special limiters for CINAHL Complete</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract Available</td>
<td></td>
</tr>
<tr>
<td>Research Article</td>
<td></td>
</tr>
<tr>
<td>Search Only Pre-CINAHL</td>
<td></td>
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<tr>
<td>CE Module</td>
<td></td>
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<tr>
<td>Meta-Synthesis</td>
<td></td>
</tr>
<tr>
<td>Human</td>
<td></td>
</tr>
</tbody>
</table>

- **Any Author is Nurse**
- **First Author is Nurse**

**Clinical Queries**
- All
- Therapy - High Sensitivity
- Therapy - High Specificity
- Therapy - Best Balance

**Randomized Controlled Trials**
It is also a good idea to select Full Text to ensure that the results will be available for download from CONAH subscriptions.

Selecting Academic Journals will limit the search further and will help you find the most suitable article for your paper.
Sign-In when using EBSCO

Sign in

Sign in with Google

________________________ Or __________________________

Username

________________________

Password

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Forgot your password?

Sign in

Don’t have an account? Create one now
Research

- As you review articles save them into your personal folder (register your account)
- Organize your folders into different categories to correspond with
  - Subject Headings
  - Class Number
  - Assignments
- Over time you will have a variety of resources that can be recycled
- Share your research
Zotero.org Download

Your personal research assistant

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research.

Cite in style.

Zotero instantly creates references and bibliographies for any text editor, and directly inside Word, LibreOffice, and Google Docs. With support for over 9,000 citation styles, you can format your work to match any style guide or publication.

For a demonstration click here or copy and paste this link into your browser.
https://www.youtube.com/watch?v=HmOTbo0cAUM
Ready to write your paper? Start by exporting your saved CINAHL references to Zotero. Select the articles in your folder that you will reference in your paper. Click the export button on the right-hand column.
In-text Citations

Step 1: Set cursor at in-text citation location

Step 2: Open Zotero tab and select Add/Edit Citation

Step 3: Type a few letters of the publication title

Step 4: Scroll to select the correct publication,

Step 5: “Enter” to set
References

REFERENCE LIST
ELECTRONIC SOURCES
ZOTERO
APPENDICES
Reference List

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Reference list entries:


Reference List Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
  - For example: ReCALL not RECALL or Knowledge Management Research & Practice not Knowledge Management Research and Practice.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Ellipsis is a punctuation mark consisting of three dots
APA 6 and 7 Comparison Changes

**References**
Number of author names listed in a reference

**APA 6 (location and old guideline)**

6.27: Provide surnames and initials for up to seven authors in a reference entry. If there are eight or more authors, use three spaced ellipsis points after the sixth author, followed by the final author name (no ampersand).

**APA 7 (location and new guideline)**

9.8: Provide surnames and initials for up to 20 authors in a reference entry. If there are 21 or more authors, use the ellipsis after the 19th, followed by the final author name (no ampersand).
APA 6 and 7 Comparison Changes

<table>
<thead>
<tr>
<th>References</th>
<th>Publisher location</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 6 (location and old guideline)</td>
<td></td>
</tr>
<tr>
<td>6.30: Provide publisher location (city, state, etc.) before publisher name.</td>
<td></td>
</tr>
<tr>
<td>APA 7 (location and new guideline)</td>
<td></td>
</tr>
<tr>
<td>9.29: Do not include publisher location (city, state, etc.) after publisher name in a reference.</td>
<td></td>
</tr>
</tbody>
</table>
APA 6 and 7 Comparison Changes

References
Reference for online work with no DOI

6.32: If an online work has no DOI, provide the home page URL of the journal of the book/report publisher.

References
Reference for online work with no DOI

9.34: If an online work (e.g., a journal article) has no DOI and was found through an academic research database, generally, no URL is needed. The reference will look just like the print version.
## APA 6 and 7 Comparison Changes

<table>
<thead>
<tr>
<th>References</th>
<th>Hyperlinks in DOI and URL formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA 6 (location and old guideline)</strong></td>
<td><strong>APA 7 (location and new guideline)</strong></td>
</tr>
<tr>
<td>6.32: DOI begins with either &quot;doi:&quot; or with &quot;<a href="https://doi.org/">https://doi.org/</a>&quot; in references. The recommendation that URLs should be in plain black text, not underlined, follows examples from APA 6 and the APA Style Blog.</td>
<td>9.35: Both DOIs and URLs should be presented as hyperlinks (beginning with &quot;http:/&quot; or &quot;https://&quot;). Standardize DOIs as starting with &quot;<a href="https://doi.org/">https://doi.org/</a>&quot;. Blue/underlined is fine for hyperlinks in references, as is plain black text, not underlined.</td>
</tr>
</tbody>
</table>

**NEW**
APA 6 and 7 Comparison Changes

**References**
URL retrieval information in references

**APA 6 (location and old guideline)**

7.01: URLs include a retrieval phrase (e.g., "Retrieved from").

**APA 7 (location and new guideline)**

9.35: The words "Retrieved from" or "Accessed from" are no longer necessary before a URL. The only time the word "Retrieved" (and not "Retrieved from") is needed is in those rare cases where a retrieval date is necessary (see p. 290, 9.16).
References - Notable Changes

“References” is now bolded

References

Authors: Include up to 20 authors for a reference entry. If more than 20 authors, list the first 19, then put an ellipsis (…) and the last author listed.

References - Notable Changes

- Books: Don’t include the publisher location, just the publisher. Include a DOI if the book has one.

- Journal Articles: Use the URL format for DOIs. If it has an article number rather than an issue number or page range, use that.
  - Oh, H. (2019). Analytical solution to swing equations in power grids. *PLOS One*, 14(11), Article e0225097. [https://doi.org/10.1371/journal.pone.0225097](https://doi.org/10.1371/journal.pone.0225097)
Webpages: Italicize the webpage title. Leave out “retrieved from” unless a date of retrieval is needed.


Zotero Reference List

You have completed your paper with all the in-text citations placed and set.

When you reach this point and would like to create your References page

Go to References page on the template, or begin on a fresh page

Open the Zotero tab and select Add/Edit Bibliography

Make sure to read over the citations to confirm that they have been alphabetized correctly. Alphabetize by the author’s surname.
Appendices

Begin each appendix on a new page.

Use an identifying capital letter (e.g. Appendix A, Appendix B).

May include headings and subheadings as well as tables, figures and displayed equations.

Examples:
• A list of stimulus materials (e.g., those used in psycholinguistic research)
• A detailed description of complex piece of equipment
• A list of articles that provided the source data for a meta-analysis* but are not directly referred to in any other way in an article
• A detailed demographic description of subpopulations in the study

*Meta-analysis is a quantitative, formal, epidemiological study design used to systematically assess the results of previous research to derive conclusions about that body of research. Typically, but not necessarily, the study is based on randomized, controlled clinical trials.
More Resources

APA Style student sample paper 7th Edition

APA Style professional sample paper 7th Edition

APA Style Paper Format
https://apastyle.apa.org/style-grammar-guidelines/paper-format/index

APA Style Blog
https://apastyle.apa.org/blog/

Changes Overview
Videos to help you understand the 7th edition changes

https://youtu.be/jOVZp8m0PCM

You may have to copy and paste the link to your browser to view.
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During the Coronavirus Pandemic

https://apastyle.apa.org/blog/coronavirus-response
When searching in Google you may use a 3 letter identifier followed by a colon and your search terms. Results will include that format.

Works for: .ppt, .xcl, .doc, .jpeg, .pdf, etc.

Also for sites: .edu, .org
Thank You

Sources used for this presentation include (Not in APA format 😊):

https://www.apastyle.org/

https://blog.apastyle.org/

https://owl.purdue.edu/

https://www.youtube.com/results?search_query=apa+format
