APA Formatting

STYLISTICS LAYOUT THINGS TO KNOW CONDUCTING RESEARCH REFERENCES

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.

- 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.

Avoiding Word Plagiarism

- It is important to paraphrase other authors' works in your own words.
- When reading a description of an idea or study, it can be hard to represent that idea or finding as clearly and succinctly as the author did without plagiarizing. The easiest way to avoid repeating sentence structure or lifting phrases is to read a section of a work, and then put the work down and write notes in your own words.
- As a general rule, paraphrase when taking notes on a source. Do not write the author's words verbatim without putting them in quotation marks and including the source location in your notes.
- Always attribute every idea, fact, or finding you put in your paper when you write it.



Avoiding Idea Plagiarism

- To avoid idea plagiarism, use (a) signal phrases (e.g., "I believe that") to designate your own idea, or
 (b) include an in-text citation to a source to signal someone else's idea.
- Most important, always search the literature to find a source for any ideas, facts, or findings that you put in your paper.
- See Chapter 8 of the Publication Manual and the <u>In-Text Citations</u> and <u>Instructional Aids</u> pages of the APA Style website for more information on creating in-text citations, integrating source material, and paraphrasing and quoting from a work.

Stylistics

• Voice

- Describes the relationship between a verb and the subject and object associated with it.
 - Active Voice- the subject of a sentence is presented first, followed by the verb and then the object of the verb (e.g., "students completed surveys").
 - Passive Voice- the object of the verb is presented first, followed by the verb and then the subject last (e.g., "surveys were completed by students")
- APA Style encourages using the **active voice** as it creates direct, clear, and concise sentences.

Paper section	Recommended tense	Example	
Literature review (or whenever discussing other researchers'	Past	Martin (2020) addressed	
work)	Present perfect	Researchers have studied	Recommended
Method	Past	Participants took a survey	
Description of procedure	Present perfect	Others have used similar approaches	Verb Tenses
Reporting of your own or other researchers' results	Past	Results showed Scores decreased	
		Hypotheses were not supported	
Personal reactions	Past	I felt surprised	
	Present perfect	I have experienced	
	Present	l believe	
Discussion of implications of results or of previous statements	Present	The results indicate	
		The findings mean that	
Presentation of conclusions, limitations, future directions, and	Present	We conclude	
so forth		Limitations of the study are	
		Future research should explore	

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 dropout¹

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

- 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 gratuitiously.





DON'T FORGET!

Basic Setup

Seventh edition APA Style was designed with modern word-processing programs in mind. Most default settings in programs such as Academic Writer, Microsoft Word, and Google Docs already comply with APA Style. However, you may need to make a few adjustments before you begin writing.

- Margins: Use 1-in. margins on all sides of the page (top, bottom, left, and right).
- Font: Use a legible font. Many fonts are acceptable, including 11-point Calibri, 11-point Arial, 12point Times New Roman, and 11-point Georgia. The default font of your word-processing program is acceptable.
- Line spacing: Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.
- **Paragraph alignment and indentation:** Align paragraphs of text to the left margin. Leave the right margin ragged. Do not use full justification Indent the first line of every paragraph of text 0.5 in. using the tab key or the paragraph-formatting function of your word-processing program.
- **Page numbers:** Put a page number in the top right corner of every page, including the title page or cover page, which is page 1. Student papers do not require a running head on any page.

What will you include ?



Lines that are double spaced

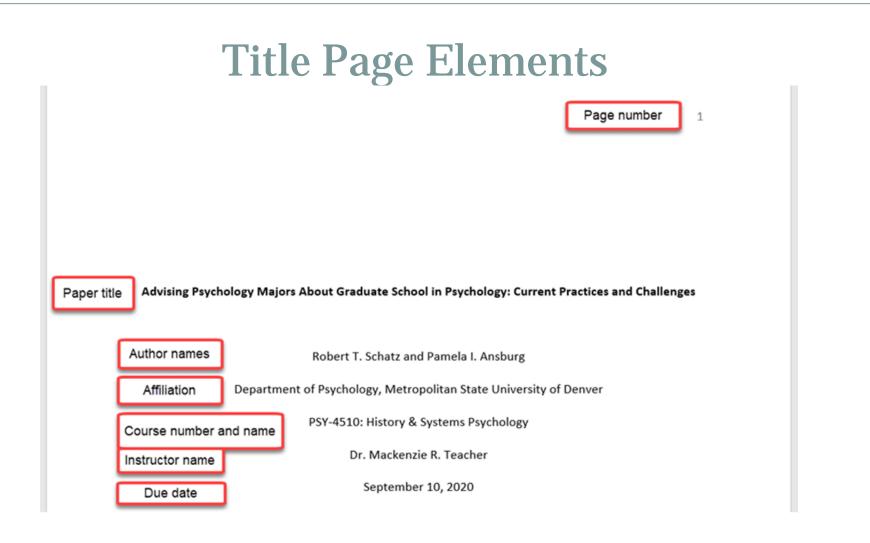
1 inch margins on all sides

Times New Roman 12-point font (suggested font)

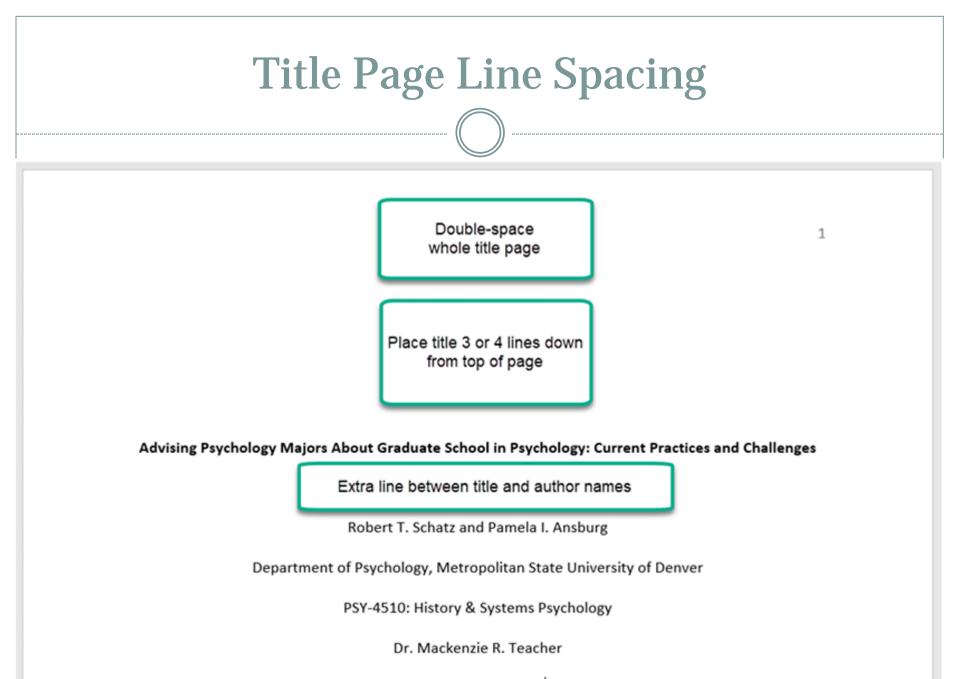
Headings (per instructor guidelines)

In-text Citations

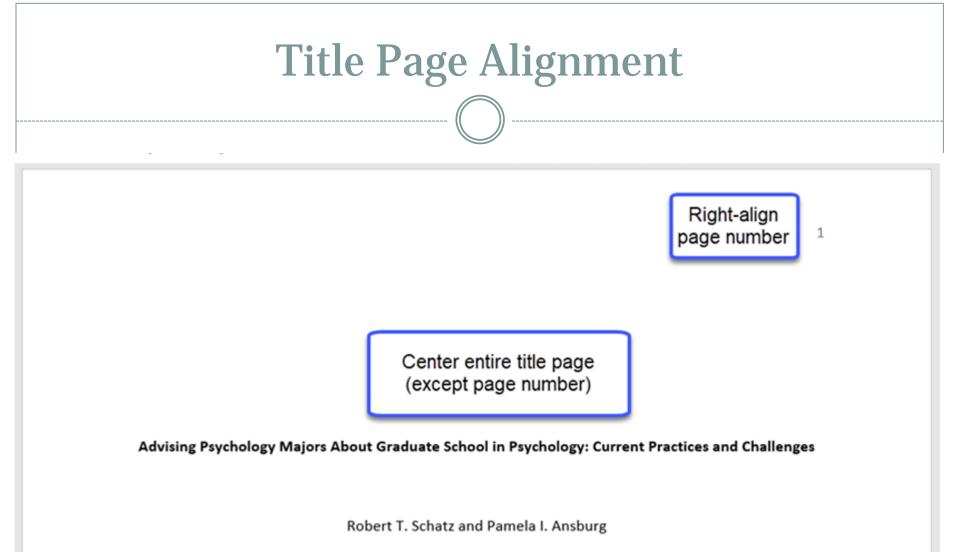
Reference page



- The affiliation consists of the department of the course and the name of the university.
- Write the course number and name and instructor name as shown on course materials.
- Use the date format used in your country for the assignment due date.
- Page number 1 appears in the top right of the page in the page header.
- No running heads are required for student papers.



September 10, 2020



Department of Psychology, Metropolitan State University of Denver

PSY-4510: History & Systems Psychology

Dr. Mackenzie R. Teacher

September 10, 2020

Text Elements

Repeat paper title at top of first page of text

2

Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges

The APA Guidelines for the Undergraduate Psychology Major outlines strategies for psychology departments to help students discern and take steps toward their professional development goals (APA Board of Educational Affairs Task Force on Psychology Major Competencies, 2013). For many students, graduate school is fundamental to achieving postbaccalaureate success. High-quality advising can be vital in helping students gain admission to psychology graduate programs. However, little is known about the strategies that psychology departments use to advise students about graduate school. We conducted the present research to better understand these strategies.

Introduction

The job outlook for psychology majors who earn graduate degrees is quite good. In fact, the demand for psychologists with graduate degrees is expected to grow much faster than the demand for

'Introduction" should not be a heading

Text Line Spacing

Double-space all text, including

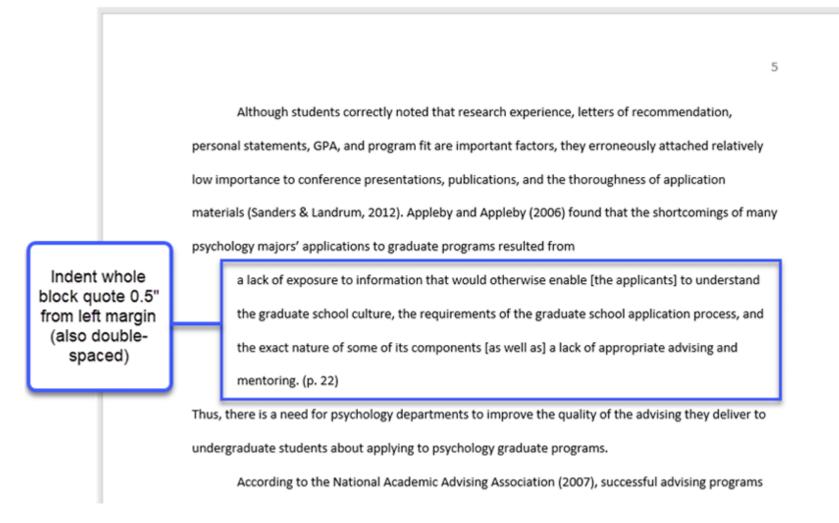
- headings and section labels
- paragraphs of text
- block quotes

Text Alignment



2 Center paper title Advising Psychology Majors About Graduate School in Psychology: Current Practices and Challenges The APA Guidelines for the Undergraduate Psychology Major outlines strategies for psychology Indent first line departments to help students discern and take steps toward their professional development goals (APA Ragged right of paragraphs margin 0.5" Board of Educational Affairs Task Force on Psychology Major Competencies, 2013). For many students, graduate school is fundamental to achieving postbaccalaureate success. High-quality advising can be vital in helping students gain admission to psychology graduate programs. However, little is known Left-align text about the strategies that psychology departments use to advise students about graduate school. We conducted the present research to better understand these strategies. The job outlook for psychology majors who earn graduate degrees is quite good. In fact, the demand for psychologists with graduate degrees is expected to grow much faster than the demand for

Block Quotation Alignment



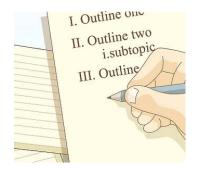
Headings Format

Level	Format	
1	Centered, Bold, Title Case Heading	
	Text begins as a new paragraph.	All topics of
2	Flush left, Bold, Title Case Heading	equal importance
	Text begins as a new paragraph.	have the same level
3	Flush Left, Bold Italic, Title Case Heading	of heading
	Text begins as a new paragraph.	throughout the
4	Indented, Bold, Title Case Heading, Ending With a Period. Text	manuscript.
	begins on the same line and continues as a regular paragraph.	Level 2 are subsections of
5	Indented, Bold Italic, Title Case Heading, Ending With a Period. Text	Level 1, and so on.
	begins on the same line and continues as a regular paragraph.	



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 you paper
- Helps to ensure that your grading rubric and your paper meet all the required elements

Things to Know

NUMBERS PARENTHESES ABBREVIATIONS QUOTATIONS IN-TEXT CITATIONS CITATION FORMATTING

Numbers

Numbers Expressed in Words

Examples

- In general, use words to express numbers zero through nine, and use numerals to express numbers 10 and above.
- there were five nurses on duty
- the study had three conditions
- students were in the third, sixth, eighth, 10th, and 12th grades

Cases in which to always use words for numbers

Always use words to express numbers in the following cases, even numbers 10 and above:

Case	Example
Numbers that begin a sentence, title, or heading (when possible, reword the sentence to avoid beginning with a number)	Fifty percent of the students received the Intervention, and the other 50% were part of a control condition.
	Twenty people enrolled in the class, but 15 dropped out.
Common fractions	one fifth of the class two-thirds majority
Certain universally accepted phrases	Twelve Apostles
	Five Pillars of Islam

Numbers

Numbers Expressed in Numerals

 In general, use numerals to express numbers 10 and above, and use words to express numbers zero through nine.

Examples

- there were 15 psychologists at the clinic
- the study had 40 participants
- Students were in the third, sixth, eighth, 10th, and 12th grades

Cases in which to always use numerals for numbers

Always use numerals to express numbers in the following cases, even numbers zero through nine:

Example
5-mg dose
3 cm
multiplied by 2
1.5
2.27
50%
75%-80%
4:1 ratio
the 5th percentile, the 95th
percentile
the 3rd quartile

Times and dates (including	approximations of time)
----------------------------	-------------------------

· · · · · · · · · · · · · · · · · · ·	
	10 min
	3 hr
	2 days
	approximately 4 months
	2 years
	about 6 years ago
	3 decades
	12:30 a.m.
	6 p.m. (or 6:00 p.m.)
Ages	5 years old, 18 years old
	5-year-olds, 18-year-olds
	5-year-old children, 18-year-old adults
Scores and points on a scale	scored 6 on a 7-point scale
Exact sums of money	\$10
	\$50 In U.S. dollars
Numerals as numerals	the numeral 2 on the keyboard

30 s

Cases in which to always use numerals for numbers

Numbers in a series

Also use numerals to write numbers that denote a specific place in a numbered series when the number comes after the noun (e.g., Step 1). The noun before the number is also capitalized. This guideline applies to parts of books and tables as well (e.g., Chapter 1).

However, when the number comes before the noun, the usual guidelines for number use apply, as in the following examples.

Number after a noun	Number before a noun
Year 5	the 5th year
Grade 5, Grade 11	the fifth grade, the 11th grade
Step 1	the first step
Level 4	the fourth level
Items 3 and 5	the third and fifth items
Question 2, Question 25	the second question, the 25th question
Table 2, Figure 5	the second table, the fifth figure
Column 8, Row 7	the eighth column, the seventh row
Chapter 6, Chapter 14	the sixth chapter, the 14th chapter

Exceptions: Do not capitalize the abbreviations for page(s) or paragraph(s), even when they are followed by a numeral (e.g., p. 3, pp. 2–5, para. 9, paras. 1–4).

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



APA Citation Abbreviations

Book Part	Abbreviation
edition	ed.
revised edition	Rev. ed.
Second Edition	2 nd ed.
Editor(s)	Ed. or Eds.
Translator(s)	Trans.
No date	n.d.
Page(s)	p. or pp.
Volume(s)	Vol. or Vols.
Number	No.
Part	Pt.
Technical Report	Tech. Rep.
Supplement	Suppl.

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:

- o autism spectrum disorder
- o major depression
- o diabetes
- o leukemia
- o cognitive behavior therapy
- o applied behavior analysis
- o immunotherapy

Capitalize personal names that appear within the names of diseases, disorders, therapies, treatments, theories, concepts, hypotheses, principles, models, and statistical procedures.

- o Alzheimer's disease
- o non-Hodgkin's lymphoma
- o Down syndrome
- o Freudian theory

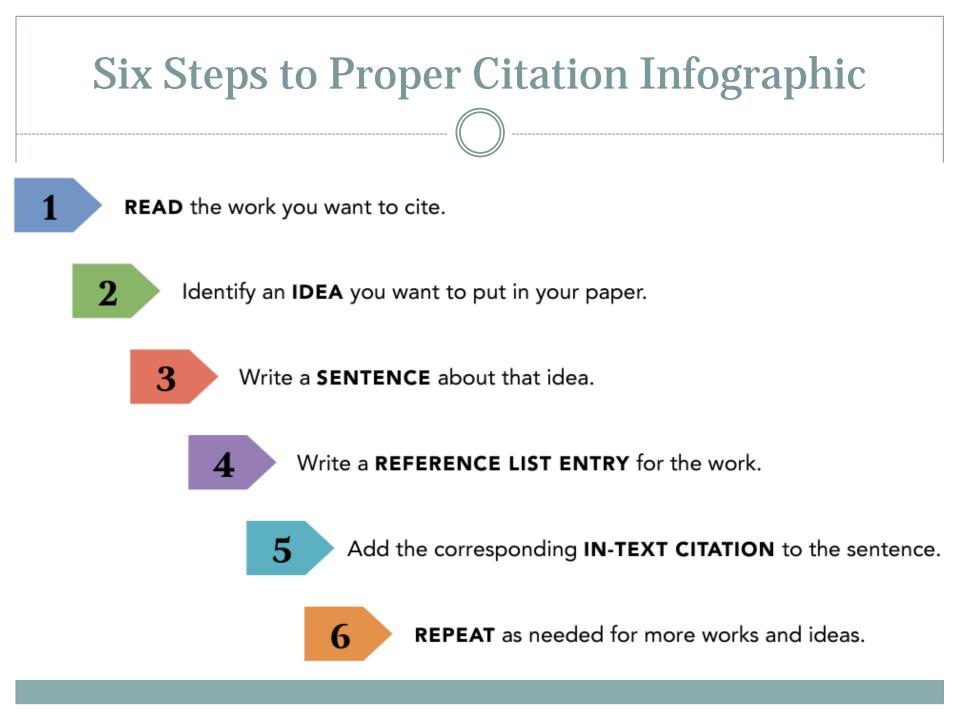
Appropriate Level of Citation

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.



56 99

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.

Long Quotations (40 words or longer)

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)



Basic In-Text Citation Styles

IMPORTANT

Authors: In-Text Citations

Authors' Names

Type of Citation	Narrative Format	Parenthetical Format
One work by one author	Walker (2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	(Bradley et al., 1999)

Organizations or Groups as Authors

Type of Citation	Narrative	Narrative Format,	Parenthetical	Parenthetical
	Format, First	Subsequent	Format, First	Format, Subsequent
	Citation in Text	Citations in Text	Citation in Text	Citations in Text
Groups as authors (readily identified through abbreviation)	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups as authors (no abbreviation)	University of	University of	(University of	(University of
	Pittsburgh (2005)	Pittsburgh (2005)	Pittsburgh, 2005)	Pittsburgh, 2005)

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 secondhandan 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)

Personal Communication







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.

Research Interviews

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.

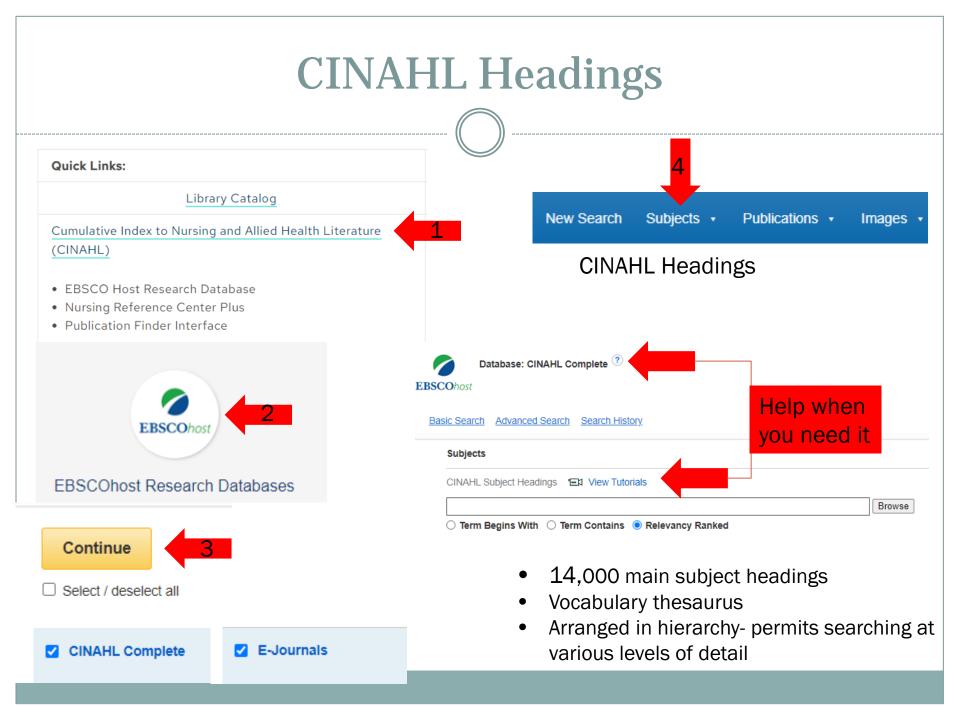
How then should you handle the need to quote from participant interviews? Some authors quote participants without distinguishing them at all, like this: "Indeed, a comment by one of our participants illustrates some of these complex issues: [quote follows without other attribution]."



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).

Conducting Research

CINAHL HEADINGS SETTING UP YOUR SEARCH REFINING RESULTS



Why use a subject heading when keyword searching works just fine?

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

e.g. 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 *aids*, the computer will pick up *handicapped aids, visual aids, diabetes aids*, etc.—but you meant AIDS, the disease.

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

Results For: aids				Search Database
Check box to view subheadings. Click linked term for tree view.	Explode (+)	Major C oncept	Scope	Search Term Explode Major Co (+) ncept
AIDS Use: Acquired Immunodeficiency Syndrome				Check a box to select a subject heading to begin building your search strategy.
Anti-HIV Agents	B		ļ	
Communication Aids for Persons with Disabilities		R	(III)	
AIDS-Related Opportunistic Infections			B	
<u>AIDS Serodiagnosis</u>				The results indicate
AIDS Patients			Ē	which phrase to use
<u>Attitude to AIDS</u>			Ē	
<u>AIDS Dementia Complex</u>			Ē	Click on it to open the
Incontinence Aids			ļ	tree hierarchy
<u>Ambulation Aids</u>			ē	
HIV-AIDS Nursing			ē	
Association of Nurses in AIDS Care			Ē	
<u>AIDS Vaccines</u>			Ē	
Lymphoma, AIDS-Related			Ē	
AIDS-Associated Nephropathy			Ē	
HIV Wasting Syndrome			Ē	
aids (Search as Keyword) ?				

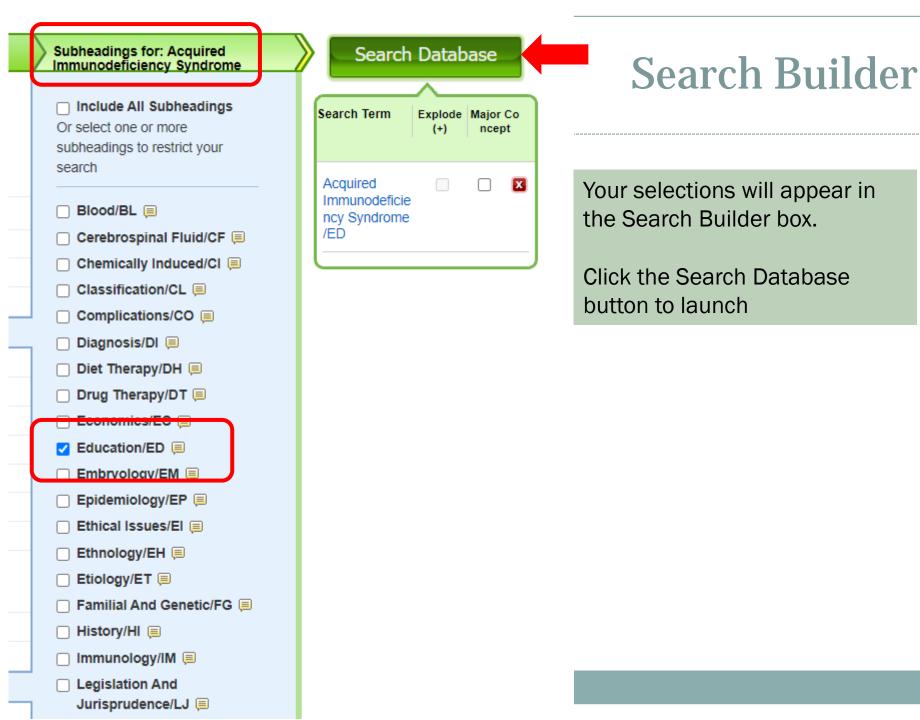
Check box to view subheadings. Click linked term for tree view. Click linked term	
view subheadings.	
Image: New York Stress	
<u>RNA Virus Infections</u>	
Retrovirus Infections	Notice how
E <u>HIV Infections</u>	AIDS falls
Acquired Immunodeficiency Syndrome	under
AIDS-Associated Nephropathy	multiple
AIDS Dementia Complex	categories
AIDS-Related Complex	Categories
AIDS-Related Opportunistic Infections	
HIV Enteropathy	This helps in
HIV Seropositivity	narrowing
HIV Wasting Syndrome	your search!
	••
□ <u>Virus Diseases</u>	
Sexually Transmitted Diseases, Viral	
HIV Infections	
Acquired Immunodeficiency Syndrome	
AIDS-Associated Nephropathy	
AIDS Dementia Complex	
AIDS-Related Complex	

Back to <u>Term List</u> Tree View For: Chicker	npox Vaccine		Subheadings for: AIDS Vaccines	Search Database
Check box to view subheadings. Click linked term for tree view.	Explode Major (+) Concept ?	Scope	✓ Include All Subheadings Or select one or more subheadings to restrict your search	Search Term Explode Major (+) Concept
 Immunologic and Biologic Factors Biological Products Vaccines Viral Vaccines AIDS Vaccines 			Administration And Dosage/AD	When you activate the Explode function, you are searching for the
□	cine		Cerebrospinal Fluid/CF = Classification/CL = Contraindications/CT = Diagnostic Use/DU = Drug Effects/DE = Economics/EC =	subject heading you originally selected, PLUS all of the subject headings in its family hierarchy.

By selecting the various checkboxes, you can build and restrict/expand your search.

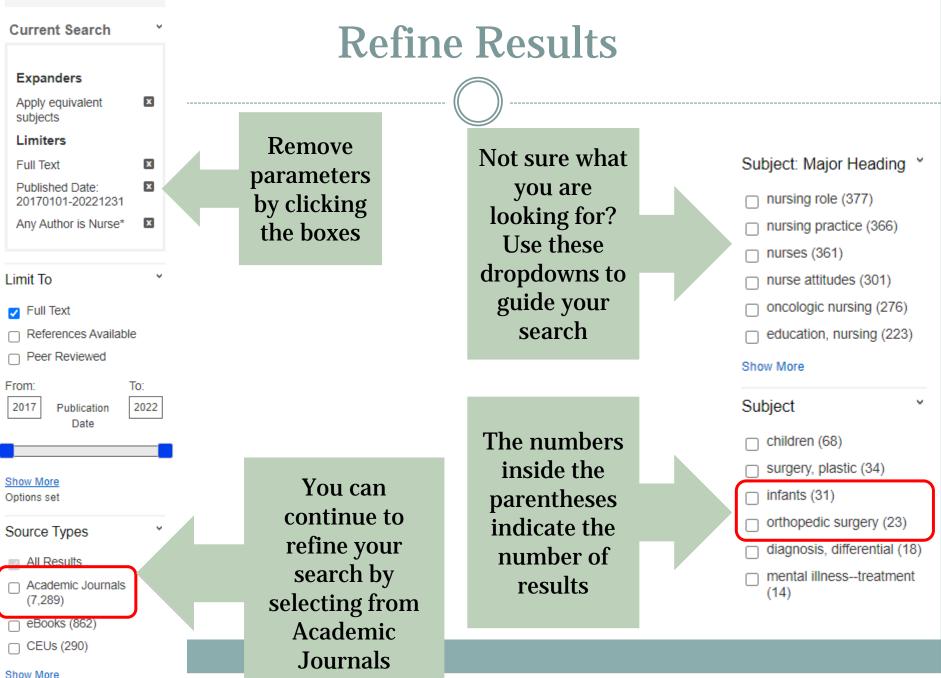
Scope Notes

▲ Back to Term List Tree View For: Chickenpox Va	ccine	Subheadings for: AIDS Vaccines	Search Database
Check box to view subheadings. Click linked term for tree view. (+)	e Major Scope Concept	✓ Include All Subheadings Or select one or more subheadings to restrict your search	Search Term Explode Major (+) Concept
□ Immunologic and Biologic Factors □ □ Biological Products □ □ Vaccines □ ↓ Viral Vaccines	 □ □<	 Administration And Dosage/AD Adverse Effects/AE Analysis/AN Blood/BL Cerebrospinal Fluid/CF 	A scope note might delineate the meaning itself. It might tell you the range of topics
		Classification/CL	covered by the term; it might be instructions for use
Influenza Vaccine		☐ Diagnostic Use/DU (≡) ☐ Drug Effects/DE (≡) ☐ Economics/EC (≡)	





Refine Results



Age

-

- all adult (1,735)
- adult: 19-44 years (1,177)
- middle aged: 45-64 years (975)
- aged: 65+ years (760)
- all child (714)
- adolescent: 13-18 years (440)

Show More

Gender

- female (1,796)
- male (1,336)

Geography

- usa (5,061)
- europe (1,643)
- mexico & central/south america (1,399)
- continental europe (1,240)
- australia & new zealand (773)
- asia (653)

Show More

Refining Results

v

v

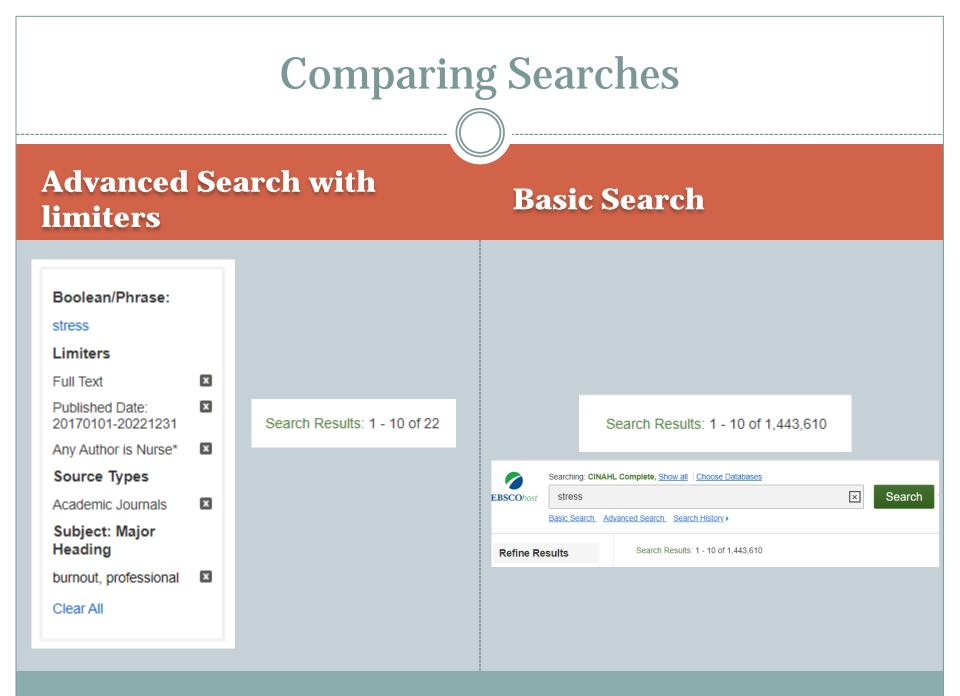
Category

- medical / pediatrics (98)
- medical / orthopedics (93)
- medical / surgery / neurosurgery (88)
- medical / radiology, radiotherapy & nuclear medicine (80)
- medical / otolaryngology (72)
- medical / surgery / cosmetic & reconstructive (71)

Show More

Database

- All Databases
- E-Journals (152,635)
- CINAHL Complete (10,184)
- eBook Collection (EBSCOhost) (862)



References

REFERENCE LIST FORMATTING REFERENCE EXAMPLES APA RESOURCES GOOGLE TIP

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.

Use the section label "References" (not "Works Cited" or "Bibliography").

- Start the reference list on a new page after the text of your paper.
- Center the label at the top of the page and write it in bold.
- It is acceptable to use "Reference" as the label when you cited only one source in your paper.

Format references in seventh edition APA Style.

- Double-space the reference list, both within and between references. Do not add extra lines between references.
- Order references alphabetically, usually by the first letter of the first author's last name.
- Include the authors' first and middle initials (if they have them). Do not write out first or middle names.
- Write author names in inverted format so that the last name comes first, followed by a comma and the initials. Place a period and a space after each initial.
- Apply a hanging indent for all references using the paragraph-formatting function of your wordprocessing program: The first line is flush left, and all subsequent lines are indented 0.5 in.
- To determine the format to use for a reference list entry, first determine the reference group (e.g., textual works, online media) and reference category (e.g., periodical, social media), and then choose the appropriate reference type within the category (e.g., journal article, Facebook post) and follow that example in Chapter 10 of the *Publication Manual* or the *Concise Guide to APA Style*.
 - Reference formats are based on the **document** type (e.g., journal article, report), not the retrieval method (e.g., online, in print).

Format References

All of these points are important. You will likely be marked down for not following these guidelines.

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Reference List Basic Rules-Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Place the year in parentheses. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #-#. https://doi.org/xxxx

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number. Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma. Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

What is a DOI and how do I use them in citations?

A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web. A DOI will help your reader easily locate a document from your citation. Think of it like a Social Security number for the article you're citing — it will always refer to that article, and only that one.

Where can I find the DOI?

- In most recently published articles, the DOI will be printed with the article itself, usually on the first page somewhere, or in the header or footer.
- If the DOI isn't on the article, look it up on the website CrossRef.org (use the "Search Metadata" option).

Reference List Basic Rules - Book

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names. Place the copyright year in parentheses. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon. Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Other Reference Examples

Journal Article (Section 10.1)

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology*, 112, 841–853. <u>https://doi.org/10.1037/edu0000396</u>

Online Magazine Article (Section 10.1)

Gander, K. (2020, April 29). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek*. <u>https://www.newsweek.com/australia-covid-19-vaccine-neutralize-virus-1500849</u>

Print Magazine Article (Section 10.1)

Nicholl, K. (2020, May). A royal spark. Vanity Fair, 62(5), 56-65, 100.

Online Newspaper Article (Section 10.1)

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. *The New York Times*.

https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html

Print Newspaper Article (Section 10.1)

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. The New York Times, D4.

Blog Post (Section 10.1)

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog.* <u>https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/</u>

Authored Book (Section 10.2)

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). Mindful sport performance enhancement: Mental training for athletes and coaches. American Psychological Association.

https://doi.org/10.1037/0000048-000

Edited Book Chapter (Section 10.3)

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind– body health. In C. Maykel & M. A. Bray (Eds.), Promoting mind–body health in schools: Interventions for mental health professionals (pp. 11–26). American Psychological Association. <u>https://doi.org/10.1037/0000157-002</u>

Online Dictionary Entry (Section 10.3)

American Psychological Association. (n.d.). Internet addiction. *In APA dictionary of psychology*. Retrieved April 24, 2020, from <u>https://dictionary.apa.org/internet-addiction</u>

Report by a Group Author (Section 10.4)

World Health Organization. (2014). Comprehensive implementation plan on maternal, infant and young child nutrition. <u>https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1</u>

PowerPoint From a Classroom Website (Section 10.14)

Mack, R., & Spake, G. (2018). Citing open source images and formatting references for presentations [PowerPoint slides]. <u>Canvas@FNU. https://fnu.onelogin.com/login</u>

Tweet (Section 10.15)

Obama, B. [@BarackObama]. (2020, April 7). It's World Health Day, and we owe a profound debt of gratitude to all our medical professionals. They're still giving [Tweet]. Twitter. <u>https://twitter.com/</u> <u>BarackObama/status/1247555328365023238</u>

Open Educational Resource (Section 10.16)

Fagan, J. (2019, March 25). *Nursing clinical brain*. OER Commons. Retrieved January 7, 2020, from https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view

Webpage (Section 10.16)

Chandler, N. (2020, April 9). What's the difference between Sasquatch and Bigfoot? howstuffworks. <u>https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-</u> <u>difference.htm</u>

Webpage on a News Website (Section 10.16)

Machado, J., & Turner, K. (2020, March 7). The future of feminism. Vox. <u>https://www.vox.com/</u> identities/2020/3/7/21163193/international-womens-day-2020

Webpage With a Retrieval Date (Section 10.16)

Center for Systems Science and Engineering. (2020, May 6). COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU). Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from https://coronavirus.jhu.edu/map.html

Report by Individual Authors (Section 10.4)

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education*. Center for Universal Education at Brookings. <u>https://www.brookings.edu/wp-content/</u> <u>uploads/2019/04/how playful learning can help leapfrog progress in education.pdf</u>

Press Release (Section 10.4)

American Psychological Association. (2020, March 2). APA reaffirms psychologists' role in combating climate change [Press release]. <u>https://www.apa.org/news/press/releases/2020/03/combating-</u> <u>climate-change</u>

Conference Session (Section 10.5)

Davidson, R. J. (2019, August 8–11). Well-being is a skill [Conference session]. APA 2019 Convention, Chicago, IL, United States. <u>https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019</u> <u>Program 190708.pdf</u>

Dissertation From a Database (Section 10.6)

Horvath-Plyman, M. (2018). Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition (Publication No. 10937367). [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

EXAMPLES

https://apastyle.apa.org/style-grammar-guidelines/references/examples

How to Write an APA Style Reference When Information Is Missing

		In-text citati	on Reference template			
What's missing?	Solution	Position A	Position B	Position C	Position D	
Nothing—all pieces are present	List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source	Author, A. A.	(date).	<i>Title of document</i> [Format]. <i>or</i> Title of document [Format].		
Author is missing	Substitute title for author; then provide date and source	Title of document [Format]. or Title of document [Format].	(date).	n/a		
Date is missing	Provide author, substitute <i>n.d.</i> for <i>no date</i> , and then give title and source	Author, A. A.	(n.d.).	<i>Title of document</i> [Format]. <i>or</i> Title of document [Format].	Retrieved from http://xxxxx or	
Title is missing	Provide author and date, describe document inside square brackets, and then give source	Author, A. A.	(date).	[Description of document].	Retrieved Month Day, Year, from http://xxxxx	
Author and date are both missing	Substitute title for author and <i>n.d.</i> for <i>no date</i> ; then give source	Title of document [Format]. or Title of document [Format].	(n.d.).	n/a	or Location: Publisher.	
Author and title are both missing	Substitute description of document inside square brackets for author; then give date and source	[Description of document].	(date).	n/a	or doi:xxxxx	
Date and title are both missing	Provide author, substitute <i>n.d.</i> for <i>no date</i> , describe document inside square brackets, and then give source	Author, A. A.	(n.d.).	[Description of document].		
Author, date, and title are all missing	Substitute description of document inside square brackets for author, substitute <i>n.d.</i> for <i>no date</i> , and then give source	[Description of document].	(n.d.).	n/a		
Source is missing	Cite as personal communication (see §6.20) or find a substitute hen the document stands alone (books, repo	n/a	n/a	n/a	n/a	

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).

APA Resources





STYLE AND GRAMMAR GUIDELINES 🔥

In-Text Citations

References

DOIs and URLs

PRODUCTS V

INSTRUCTIONAL AIDS

Paper Format

Title page setup, fonts, headings, margins, line spacing, sample papers

Tables and Figures

Basic setup, titles, notes, use of color, sample tables and figures

APAstyle.apa.org/blog



How to cite an untitled music album reference

By A. Adams July 13, 2022 ۰ 👁

Before you attempt to create a reference list entry for a music album in your paper, factcheck the recording artist or group's discography to ensure the title of the album-or the lack of one—is accurate.

Citation formats, paraphrasing, quotation,

Reference examples, format, databases,

plagiarism, secondary sources



How to capitalize medication names

By Hannah Greenbaum June 15, 2022 0 🔍

This blog post provides information on the APA Style capitalization guidelines for writing about medications.

Grammar

Mechanics of Style

Verb tense, active and passive voice, singular "they," first-person pronouns

Punctuation, spelling, capitalization,

abbreviations, number usage

Bias-Free Language

Age, disability, gender, race/ethnicity, sexual orientation, intersectionality, more

Publication Process

Journal article reporting standards (JARS), cover letters, submission process

Pinned posts



Introducing the Basics of Seventh Edition APA Style tutorial

By APA Style • February 25, 2020



What's new in the seventh edition Publication Manual By APA Style • March 19, 2020

APA Resources



Purdue Online Writing Lab College of Liberal Arts

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_s tyle_guide/general_format.html

Using Research +

APA Style (7th Edition) -

APA Style Introduction

APA Overview and Workshop

APA Formatting and Style Guide (7th Edition) -

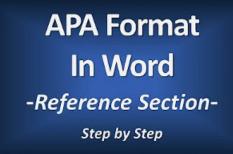
General Format

In-Text Citations: The Basics

GENERAL APA GUIDELINES

Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. Include a **page header** (also known as the "**running head**") at the top of every page. For a professional paper, this includes your paper title and the page number. For a student paper, this only includes the page number. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

APA Resources - YouTube



APA Format in Word - Reference Section (American Psychological Association)

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Learn how to quickly format a reference section in Microsoft Word using to the format of the American Psychological Association ...

Does APA mean double spaced?

1 moments 🗸





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4K

2:03



Introduction | Margins, Font, Line Spacing | Title Page | Main Body/Section Headings | Reference List |... 6 chapters 🗸

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Learn more about APA Style CENTRAL and how it combines sophisticated learning and teaching tools, writing and content ...

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4:51

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	All	Images	Videos	News	Shopping	More	Settings	Tools

About 167,000 results (0.43 seconds)

[PPT] Hemodynamics

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Hemodynamics. Physics of Blood flow in the circulation. Circulatory System. Heart: Has 2 collecting chambers - (Left, Right Atria). Has 2 Pumping chambers ...

[PPT] Cardiology - hemodynamics

patf-biokyb.lf1.cuni.cz/wiki/_media/vyuka/standa/3-cardiology-hemodynamics.ppt ▼ Cardiology - **hemodynamics**. William Harwey (1578-1657). Hemodynamics; Discovery of blood circulation and heart function (published 1628); This theory was ...

[PPT] Hemodynamic Monitoring

https://www.mc.vanderbilt.edu/.../ppt/.../Hemodynamic_Monitoring_I_ABP_CVP_Ao...
What is Hemodynamic Monitoring? Non-invasive = clinical assessment & NBP. Direct measurement of arterial pressure. Invasive hemodynamic monitoring. 3.

[PDF] PowerPoint Presentation - Hemodynamic ... - Saudi Heart Association saudi-heart.com/wp-content/.../Wail-Kashkari-Hemodynamic-of-HF-in-ACHD.pdf ▼
A. The catheter tip does not move with cardiac motion. B. The waveform has classic A and V deflections. C. Obtain a blood sample for oximetry from the catheter ... When searching in Google you may use a 3letter 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

Any Questions?

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

https://www.apastyle.org/

https://blog.apastyle.org/

https://owl.purdue.edu/

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

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

American Psychological Association. (2005). *Concise Rules of APA Style.* Washington, DC: American Psychological Association.