

American Psychological Association

APA Documentation Style

(Adapted from the *Publication Manual of the American Psychological Association*, 7th ed., 2020)
Section numbers from the APA publication manual are listed below in parentheses.

In-Text Citation Guidelines

APA's in-text citations include the author's last name (if applicable) and the date of publication.

For direct quotations (quotations taken word for word), a page number should also be included.

Note: APA style requires past tense “when discussing another researcher’s work and when reporting your results”: *Smith reported*. Present perfect tense should be used “to express a past action or condition that did not occur at a specific, definite time or to describe an action beginning in the past and continuing to the present”: *Smith has argued* (APA Manual, 4.12).

Direct Quotation of Sources: Include the author’s last name (if applicable), the date of publication, and the page number(s) (APA Manual, 8.28).

Example: As Davis (2008) reported, “If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists” (p. 26).

When the author’s name is not used to introduce the quote, place the author’s last name, the date, and the page number in parentheses at the end: (Davis, 2008, p. 26).

For quotations 40 words or longer, block the quote (indent ½ inch from left margin) and omit the quotation marks. The entire quote should be double-spaced but do not add extra space before or after it (APA Manual, 8.27).

Note: In block quotes, end punctuation appears before the parentheses, not after. The following example is single-spaced to save paper in this handout.

Example: Miele (2003) found the following:
The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when real [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

Paraphrasing Material: When paraphrasing (putting someone else’s ideas into your own words), include the author’s last name (if applicable) and the date (APA Manual, 8.23). APA also encourages including page numbers, particularly when doing so will make information easier to retrieve.

Example: According to Davis (2008), when they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise.
When they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise (Davis, 2008).

Missing Information: Sometimes the publication date of a work is unknown or cannot be determined. If the source has no date, use n.d. (no date) in place of the date (9.17).

Material without Page Numbers: If the source does not have page numbers, a paragraph number can be included in the parenthetical information. More information on how to include a paragraph number can be found in the *APA Manual*, section 8.28. If in doubt, always check with the professor for specific guidelines.

Example: O’Keefe maintains that egoism is a primary factor in the decline of Western values (n.d., para. 5).

In-Text Citation Examples

One Author (*APA Manual*, 8.17)

Smith (2007) discovered little change among the samples.
Little change occurred among the samples tested (Smith, 2007).

Two Authors (*APA Manual*, 8.17)

When a work has **two** authors, name both authors in the text or in parentheses each time you cite the work. In the parentheses, use “&” between the authors’ names: (Patterson & Linden, 2001). In the text, use “and”: Patterson and Linden (2001) agreed with the results.

When a work has **three or more** authors, use only the first author’s name followed by “et al.” in all citations: (Berger et al., 2001).

Authors with the Same Surname (*APA Manual*, 6.14)

To avoid confusion, use initials with the last names if your list of references contains two or more authors with the same last name: (J. A. Smith, 2002).

Unknown or Anonymous Author (*APA Manual*, 8.14)

If the author is not given, either use the complete title in the text or use the first two or three words of the title in the parenthetical citation: (“Strange Encounter,” 2007). Titles of articles appear in quotation marks; titles of books are italicized.

If “Anonymous” is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as the author.

Personal Communication (*APA Manual*, 8.9)

Memos, letters, e-mails, interviews, telephone conversations, online chats and similar unpublished person-to-person communications should be cited by initials, last name, and precise date: (L. Smith, personal communication, October 12, 2019). Do not include personal communications in the list of references unless your professor requests otherwise.

APA Reference Page Guidelines

Formatting of Reference List (*APA Manual*, 9.8; 9.43-9.50)

General Formatting Guidelines:

- Beginning on a separate page at the end of your paper, list in alphabetical order all the references you cite, and give full publishing information for them.
- Title the list “References,” and center this heading an inch from the top of the page. Double-space all reference entries.
- Put one space after periods that separate parts of a reference citation.
- If URLs go beyond one line, divide them in a logical place, typically before punctuation marks; **do not add a period at the end of a URL.**
- Italicize the titles of books, magazines, and journals.
- Italicize the volume number of journals, if applicable.
- Double-space your reference entries.

NOTE: APA publishes references in a **hanging indent format**, meaning the first line of each entry starts at the left margin and the subsequent lines are indented half an inch. **FOR EXAMPLE:**

McGowan, W., & Graham, C. (2009). Factors contributing to improved teaching performance.

Innovative Higher Education, 34(3), 161-171. <https://doi.org/10.1007/s10755-009-9103-6>

Author Specific Formatting Guidelines:

- Alphabetize the entries according to the last name of the author or the first word in the title of works without a listed author (don’t include words such as a, an, the).
- Entries for an author writing alone precede entries in which that author has co-authors.
- Arrange works by the same author (or authors) according to the publication date, starting with the earliest.

NOTE: If a work has more than 21 authors, include the first 19 authors’ names, then insert three ellipses, and add the last author’s name.

Sumner, E. G., Clary, J. K., Miller, M. E., Sharp, C., Rafael, R. C., Antler, G. H., Collins, W., Deaven, D., Higgins, R., Janowiak, J., Wang, C., Leach, K., Chin, B., Garrison, S., Moran, B., Haalstead, A., Siskey, E., Boone, K., Moore, C., . . . Smith, N. P. (2004). 40-year longitudinal study on substance abuse therapies. *Journal of Substance Abuse Treatment*, 77(3), 437-481. <http://doi.org/fg5jr0>

NOTE: Use (n.d.) in place of the date if it is unknown.

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*.

<http://www.onlineoriginals.com/showitem.asp?itemID=135>

Formatting Individual Reference Entries (APA Manual, 10.1-10.16)

Each citation entry in a reference page has the following elements listed, typically, in this order:
author, date, title, publication or periodical information, and DOI or URL

There are exceptions depending on the type of source and/or whether a source is missing important information. For example, **publication information** can include the name of the publisher, the volume number, the issue number, and the page range depending on what kind of source is being referenced.

Also, when listing volume number and issue number for a periodical, the number outside of the parentheses is the volume number and the number inside the parentheses is the issue number.

Ex: 34(2) = Volume 34, Issue 2

APA Reference Entry Examples

IMPORTANT NOTE: Observe all details: capitalization, punctuation, italics, and so on. To save space, the following entries are single-spaced. However, on the references page, they should be uniformly double-spaced.

Journal Article with DOI (digital object identifier) (APA Manual, 10.01.1)

McGowan, W., & Graham, C. (2009). Factors contributing to improved teaching performance. *Innovative Higher Education*, 34(3), 161-171. <https://doi.org/10.1007/s10755-009-9103-6>

Journal Article without DOI (digital object identifier), from an academic research database or print version (APA Manual, 10.01.2)

Woodruff-Pak, D. S. (2009). Animal Models of Alzheimer's Disease: Therapeutic Implications. *Journal of Alzheimer's Disease*, 16(3), 507-521.
<http://ezproxy.missouriwestern.edu:2048/login?url=http://search>

Magazine Article (APA Manual, 10.01.15)

Cowen, T. (2009, August). Squeeze more hours out of your workday. *Money*, 38(8), 25.

Online Magazine Article (APA Manual, 10.01.15)

Martin, S. (2009, July/August). A new day for practice. *Monitor on Psychology*, 40(7).
<http://www.apa.org/monitor/>

Newspaper Article (APA Manual, 10.01.16)

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.

Online Newspaper Article (APA Manual, 10.01.16)

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/>

Blog post (APA Manual, 10.01.17)

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

Entire Book, Print Version (APA Manual, 10.02.21)

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Electronic Version of Print Book or Electronic-Only Book (APA Manual, 10.02.20 and 10.02.22)

Schledewitz, K. J. (2009). *The eyes have it: New ways of seeing the truth*. <http://www.mongobookstore.land.co.us/html/index.asp>

Brown, L. S., (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <http://doi.org/10.1037/0000092-000>

One Volume of a Multivolume Work (APA Manual, 10.02.30)

Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. <http://doi.org/10.1002/9780470561119>

Diagnostic manual (DSM, ICD) (APA Manual, 10.02.32)

American Psychiatric Association. (2013). *Diagnostic statistical manual of mental disorders* (5th ed.) <http://doi.org/10.1176/appi.books.9780890425596>

Book Chapter in an edited book with a DOI (APA Manual, 10.03.38)

Balsam, K.F., Martell, C. R., Jones, K. P., & Safren, S.A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P.A. Hayes (Eds.), *Culturally responsive cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287-314). American Psychological Association. <http://doi.org/10.1037/0000119-012>

Dictionary, Thesaurus, or Encyclopedia (Digital or Print) (*APA Manual*, 10.02.33)

Ammer, C. (2003). *American Heritage dictionary of idioms*. Houghton Mifflin Harcourt.

Merriam-Webster. (n.d). *Merriam-Webster.com* dictionary. Retrieved May 5, 2019, from <https://www.merriam-webster.com/>

Report from a Government Agency or other Organization (*APA Manual*, 10.04.50)

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

Issue Brief (*APA Manual*, 10.04.57)

Lichtenstein, J. (2013). *Profile of veteran business owners: More young veterans appear to be starting businesses* (Issue Brief No. 1). U.S. Small Business Administration, Office of Advocacy. <https://advocacy.sba.gov/2013/11/08/profile-of-veteran-business-owners-more-young-veterans-appear-to-be-starting-businesses/>

Policy Brief (*APA Manual*, 10.04.58)

Harwell, M. (2018). *Don't expect too much: The limited usefulness of common SES measures and a prescription for change* [Policy brief]. National Education Policy center. <https://nepc.colorado.edu/publication/SES>

Data set (*APA Manual*, 10.09.75)

Pew Research Center. (2018). *American trends panel Wave 26* [Data set]. <https://www.pewsocialtrends.org/dataset/american-trends-panel-wave-26/>

TED Talk (*APA Manual*, 10.12.88)

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. http://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things

Webpages on News Websites (*APA Manual*, 10.16.110)

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Thing age-positive*. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

****If you have sources that are not listed in this handout, please consult the *Publication Manual of the American Psychological Association* or the apastyle.apa.org website.**

ANNOTATED BIBLIOGRAPHY

According to Purdue OWL, the content of an annotated bibliography may vary. Annotations can be used to summarize, assess, or evaluate a source. They can also be used to explain how a particular source will be used in a project. Follow your instructor's specific directions for formatting the bibliography and for information to be included.

General formatting guidelines for APA are as follows:

- Cite references following APA guidelines. (Instructions and examples are in previous section of this handout)
- Double space throughout. (The following example is single-spaced to save space.)
- All text below the citation should be indented and in block format.

Example: Ehrenreich, B. (2001). *Nickel and dimed: On (not) getting by in America*. New York: Henry Holt and Company.

In this book of nonfiction based on the journalist's experiential research, Ehrenreich attempts to ascertain whether it is currently possible for an individual to live on a minimum-wage in America. Taking jobs as a waitress, a maid in a cleaning service, and a Walmart sales employee, the author summarizes and reflects on her work, her relationships with fellow workers, and her financial struggles in each situation.

An experienced journalist, Ehrenreich is aware of the limitations of her experiment and the ethical implications of her experiential research tactics and reflects on these issues in the text. The author is forthcoming about her methods and supplements her experiences with scholarly research on her places of employment, the economy, and the rising cost of living in America. Ehrenreich's project is timely, descriptive, and well-researched.

Note: This annotation summarizes, assesses, and evaluates, but it does not indicate how the source will be used (Example from Purdue OWL online).

OTHER USEFUL RESOURCES

Websites:

www.apastyle.org
owl.english.purdue.edu/owl/resource/560/01

Books:

Publication Manual of the American Psychological Association, Seventh Edition

APA Format Example Pages (7th ed.)

The following are examples of a title page, first page, and references page from the official APA Style website.

Note the format is specific to student papers NOT professional papers. The main difference being that professional papers have different title pages, abstracts, and running head while student papers do not. Always check with the professor for specific guidelines on format for title pages, abstracts, and running heads.

For more information about headings, see *APA Manual*, 2.27. For information about formatting tables and figures, see *APA Manual*, Chapter 7. You can also visit www.apastyle.org

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Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

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▲ 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 & Lehrer, 2007). *Guided imagery* aids individuals in connecting their internal and external experiences, allowing them, for example, to feel calmer externally because they practice thinking about calming imagery. *Progressive muscle relaxation* involves diaphragmatic breathing and the tensing and releasing of 16 major muscle groups; together these behaviors lead individuals to a more relaxed state (Jacobson, 1938; Trakhtenberg, 2008). Guided imagery and progressive muscle relaxation are both cognitive behavioral techniques (Yalom & Leszcz, 2005) in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000).

References

- Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.
- American Psychological Association. (2017). *Stress in America: The state of our nation*.
<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>
- Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340–347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)
- Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, 42(6), 527–532. <https://doi.org/10.1177/000992280304200607>