

American Psychological Association APA Documentation Style

(Adapted from the *Publication Manual of the American Psychological Association*, 7th ed., 2020)

Notable Changes APA 7th ed., beginning 2020

General Formatting

1. APA no longer singularly endorses Times New Roman 12 font. Times New Roman 12 is still preferred, but also Calibri 11, Arial 11, Lucida Sans Unicode 10, and Georgia 11 will be accepted (p. 44)¹.
2. APA no longer requires the words “Running head” to appear on the title page. Use only the shortened paper title (all capitalized) and page number in the running header (p. 37).
3. Only one space should follow a period at the end of the sentence (p. 154).
4. Use double quotation marks to identify specific terminology and linguistic examples instead of italics (p. 157).

Citations and Referencing

1. The in-text citation for three or more authors is now shortened from the first citation. You only need to include the first author and et al., year (p. 266).
2. The publisher’s location is no longer required to be included in a reference. Only the publisher’s name (p. 295, 321).
3. Surnames and initials for up to 20 authors (no longer 7) should be provided in the reference list (p. 286).
4. URLs are no longer preceded by “Retrieved from” unless a retrieval date is needed (p. 299).
5. DOIs are formatted the same as URLs. The DOI label is no longer necessary (pp. 298-300).
6. The e-book format or platform (or device: e.g. Kindle) is not required in the reference. Use now the publisher name (p. 321).

Inclusive and Bias Free Language

1. The pronoun “they” or “their” is now the preferred gender-neutral pronoun (pp. 120-121).
2. Descriptive phrases are preferred to adjectives or labels to identify groups of people (pp. 131-149).
3. Use specific categories or ranges to identify groups, instead of phrases (pp. 131-149).

¹ Page numbers reference the *Publication Manual of the American Psychological Association (APA) 7th ed.*

CITING APA REFERENCES IN TEXT

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. For further reference, section numbers from the *Publication Manual of the American Psychological Association, 7th Edition* are listed below in parentheses.

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.

Examples: 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).

If the source does not name an author, follow the example below for "unknown or anonymous author."

Examples of In-Text References

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 instructor requests otherwise.

APA REFERENCE LIST

Formatting of Reference List (*APA Manual*, 6.22-32; 4.01)

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.

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.

Smith, D. A. (2009). *The rules of social interaction: Impact on men and women*. New York, NY: Free Press.

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.

If a work has more than seven authors, include the first six 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., . . .
Smith, N. P. (2004). *All is well on the front*. Boston, MA: Wright.

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.

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

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from
<http://www.onlineoriginals.com/showitem.asp?itemID=135>

Reference Examples

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, 7.01.1)

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

Journal Article without DOI (digital object identifier) (APA Manual, 7.01.3)

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

Journal Article Paginated by Volume (APA Manual, 7.01)

Otto, M. L. (1984). Child abuse: Group treatment for parents. *Personnel and Guidance Journal, 62*, 336-338.

Journal Article Paginated by Issue (APA Manual, 7.01)

Nichols, R. G. (1986). Word processing and basic writers. *Journal of Basic Writing, 5*(2), 81-97.

Magazine Article (APA Manual, 7.01.7)

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

Online Magazine Article (APA Manual, 7.01.8)

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

Newspaper Article (APA Manual, 7.01.10)

McGrory, B. (1995, May 23). Pathways to college. *The Boston Globe*, pp. A1, A12-A13.

Online Newspaper Article (APA Manual, 7.01.11)

Streitfeld, D. (2009, July 29). Recovery signs in housing market stir some hope. *The New York Times*. Retrieved from <http://www.nytimes.com>

Entire Book, Print Version (APA Manual, 7.02.18)

Schledewitz, K. J. (2009). *The eyes have it: New ways of seeing the truth*. New York, NY:

Western Press.

Electronic Version of Print Book (*APA Manual*, 7.02.19)

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

Electronic-Only Book (*APA Manual*, 7.02.20)

Lyons, S. S. (2009). *Social disorder in government*. Retrieved from <http://www.online/reading.com/real.html/index.asp>

Multivolume Work (*APA Manual*, 7.02.23)

Payne, B. (Ed.). (1998-2008). *Communication: A view of the world* (Vols. 1-5). New York, NY: Eternity Press.

Book Chapter, Print Version (*APA Manual*, 7.02.25)

Kane, R. S. (2009). Strategies of argument. In D. R. Rosenthal (Ed.), *Argument as an art form* (pp. 180-192). Boston, MA: Printer Press.

Reference Book (*APA Manual*, 7.02.27)

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

Entry in an Online Reference Work (*APA Manual*, 7.02.29)

Yates, S. K. (2009). Teaching: Praise and pitfalls. In C. L. Davis (Ed.), *The guide to elementary education*. Retrieved from <http://sonic.stretford.edu/education/teaching>

Corporate Author, Government Report (*APA Manual*, 7.03.31)

U.S. Department of the Interior, National Parks Service. (1989). *Ford's Theatre and the house where Lincoln died* (NIH Publication No. 03-2789). Retrieved from <http://www.brids.nih.gov/parks.pdf>

Issue Brief (*APA Manual*, 7.03.35)

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

Review of Book (*APA Manual*, 7.06.45)

Smitherton, R. S. (2008, December 2). Right or wrong place [Review of the book *The road to nowhere*, by G. H. Jackson]. *Travel*, 40, 390. doi:10.1126/travel.308.7893.1289

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 above.)
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).

RUNNING HEAD

To correctly format a running head in Microsoft Word 2010, follow these instructions:

1. On the *View* tab, select the *Print Layout* document view.
2. Double click the header area of the document.
3. On the *Header & Footer Tools Design* tab, in the *Options* group, select the check box for *Different First Page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.

6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

OTHER USEFUL RESOURCES

Websites:

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

Books:

Publication Manual of the American Psychological Association, Sixth Edition

Example Pages:

The following are examples of a title page, abstract, first page, and references page. Note the format of the running head. For more information about headings, see *APA Manual*, 3.03. Refer to chapter two for further information about manuscript preparation.