APA Citation Style-7th Edition (2019)

This handout is for students using the American Psychological Association Citation Style (APA) when writing research papers.

*Consult the print Publication Manual of the American Psychological Association (APA Manual) for more detailed information. We have 3 copies available.

- 2 copies can be checked out: Call # BF76.7 P83 (2020)
- 1 copy is Permanent Reserve, library use only for 2 hours at a time: Call # Permanent Reserve BF76.7 P83 (2020)- ask for it at the front desk

*Use the Academic Writer database to help format your paper and to find information about APA Style citations (6th edition).

*The NEW 7th Edition will be online August 2020.

Paper Formatting

These are APA recommendations. **If an instructor asks you to follow a specific format, please follow that format.**

- Entire paper is double-spaced
- 1-inch margins all around
- Recommended Fonts and Sizes:
  - Lucida Sans Unicode (10 pt font)
  - Sans Serif, Calibri, Arial, Georgia (11 pt font)
  - Times New Roman (12 pt font)
- Running head: Written in all-caps and is located at the top left of each page. It is a shortened version of your paper title and should not be more than 50 characters. Do NOT write running head on any page.
- Reference list uses a hanging indent. First line is left justified and any following lines are indented (0.5 inches). Microsoft Word offers a feature that helps you do this (HOME→PARAGRAPH→INDENTION→HANGING).
- First line of each paragraph is indented 0.5 inches. You can use the TAB button.
Paper Sections

- **Section Titles:** All section titles should be capitalized and in bold.
- **Student Title page (see manual for Professional Title Page info).** Attach a separate title page and include:
  - Title of paper
  - Name of author(s)
  - Affiliation of each author’s institution (usually school name, includes name dept. or division)
  - Course name and number (PSY 101)
  - Instructor name (make sure to use the instructor’s preferred name, Dr. Professor, etc.)
  - Assignment due date (Ex. October 31, 2019)
  - Make sure to add page numbers (top right corner)
- **Abstract**
  - An abstract is not required for student papers unless requested by your instructor. If so, follow the guidelines below.
  - The abstract has its own page after the title page
  - Typically no more than 250 words
  - Select from paragraph (one continuous paragraph) or structured form (includes sections like objectives, results, conclusions).
  - Center the first line and type “Abstract.” It should be bolded and capitalized.
  - The abstract text should be below Abstract and should be left-justified
- **Body**
  - Start the body of your paper on a new page after the abstract.
  - Place the title of the paper in the center of the page, bold it, and should be in title case (ex. The Effectiveness of Sleep and Nutrition).
  - Paragraphs within the body of the paper are indented on the first line (use the TAB button) and left justified after.
  - Typical papers may include literature review, methodology, results, and discussion. Consult with your instructor about sections to be included.
  - Do NOT start a new page or add extra spaces when a new heading is added. The heading should follow the text.
- **References**
  - Insert a new page to start your references page. It should be at the end of your text and before any tables, figures, etc.
  - Place the title in the center of the page, bold it, and should be in title case (ex. References)
  - All references should be double-spaced
References use a hanging indent. The first line is left justified and any following lines should be indented. You can use the indentation formatting feature in word processors.

References are listed in alphabetical order by author’s last name.

In-Text References

The following are general examples of citing in-text. Refer to the APA Manual, 7th Edition for more detailed information.

- If the author’s name is in the text, follow it with the publication year in parentheses:
  - When Durkheim (1952) studied...

- If the author’s name is not in the text, enclose the last name and year in parentheses:
  - The study indicated... (Miller, 2010).

- If the page number is included, follow the author last name with year of publication and the page number. Place a comma between them.
  - ... as observed by the author (Jones, 1998, p. 199).

- Give both last names for joint authors (use and ampersand):
  - (Gorman & Miller, 2004)

- If a work has 3 or more authors, cite the first author listed followed by et al.
  - (Galvin et al., 1999) OR Galvin et al. (1999) argued that...

- Quotations in the text must begin and end with quotation marks. The citation order is quote, citation, and period.
  - “When sophisticated moderns approach celebrities they see neither totem nor meaning” (Jones, 1998, p. 199).

Reference Lists

The reference list includes a list of all resources used in the paper. All references cited in the text must be listed in the reference section. The main elements of a reference are author, date, title, and source.

- References should be double-spaced and use a hanging indent.
  - List references in alphabetical order by authors’ last name
- Invert the author’s name (last name first, first initial and middle initial).
  - If there are 2 authors or editors, there is a comma after the name of the first person, an ampersand (&) and the name of the second person.
    - LastName, A.A., & LastName, B.B.
  - If there are 3-21 authors, list the names of all the authors and use and ampersand (&) and comma before the last author.

REFERENCE EXAMPLES

Books

The basic form for a book entry includes:

Last Name, A. A. (Publication Date). Title of book: Capitalize the subtitle and italicize. (Edition if not 1st ed.). Publisher.

• Author’s last name, followed by a comma and author’s first and middle initial both followed by a period.
• Date of publication in parenthesis followed by a period.
• Title of book (italicized) ending with a period. Subtitle should also be italicized. Only the first word in the title and subtitle should be capitalized. Exceptions are proper nouns (cities, states, etc.).
  o Add edition information after the title if book is not the first edition. This is not italicized.
• Name of Publisher.

Book with One Author


Book with Two Authors


JOURNAL ARTICLES

The basic form for a journal article includes:


• Author’s last name, followed by a comma and author’s first and middle initial both followed by a period.
• Date of publication in parenthesis followed by a period.
• Title of article. Only the first word in the title and subtitle should be capitalized. Exceptions are proper nouns (cities, states, etc.).
• Title of journal in italics followed by a comma.
• Volume number in italics followed by issue number in parentheses (if available), followed by a comma and the page range.
• For articles found in a database:
  o If the article has a DOI (Digital Object Identifier), add it to the end of the citation (no period):
  o If the article does not have a DOI, add the URL of the site at which you located the article. No period at the end of the URL.
    ▪ volume number in italics (issue #), pages. URL

Print Article


Article from a Database with DOI


Article from a Database without DOI (URL)